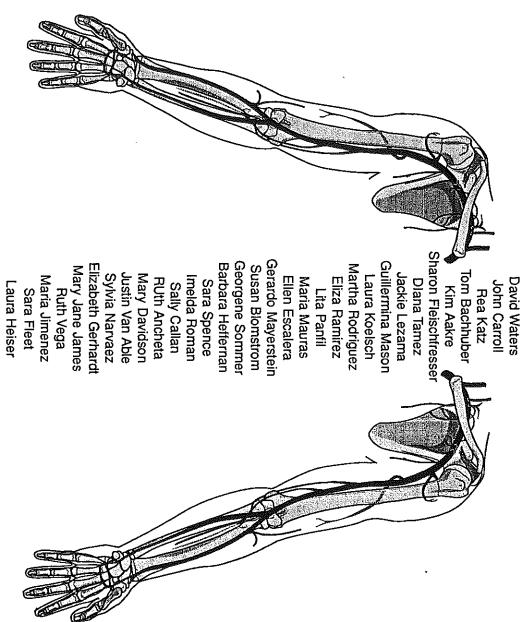


## Blood Drive, **Big** Success

A very special thank you to everyone who had registered for the blood drive! I received nothing but compliments on the outcome of this event, especially all of the provider participation. So a big thank you to:



I look forward to organizing this event in the future.  $\mathcal{C}$ 

Porus Sardina

### Congratulations!

Carlos & Evelyn, Jeff & Sylvia and Brad & Kris on their recent engagements! We wish you all the

### You're Invited

ceremony will be at four o'clock in the afternoon Saturday, August nineteenth 1995, Our Fathers Ev. Sylvia and Jeff together with their parents invite you to share with them a celebration of love. St, at eight o'clock. Lutheran Church, 6025 S. 27th St. Also, the reception will be at Walker's Maple Grove, 3555 s. 13th

## 

Kris Sardina

A new look in medical records? Come over and see what's changed! ANd yes, it is a change for

test goes in the miscellaneous section, and all full sheet labs go behind the miscellaneous section. tion of the chart, not in the back of the chart. Also, the lab section of the chart is often misfiled. The urinalysis goes in the chemistry section, the CBC's go in the hematology section, the Chlymdia-GC chart, otherwise there will be a delay in getting that pertinent information in the chart. Fourth, a file it anywhere. Put in a box to be filed, in medical records or in lab and we will file it appropriately. lem lies elsewhere. Second, if you are unsure of where to put any documentation, please don't just staff will be stamped on the back to let me know if the department needs to improve or if the prob-It seems that some problems need to be addressed. First, all filing done by the medical records If this is unclear, please come and talk to me, it's a lot of work to try and fix misfiles that could be reminder to those who file psychosocial assessments or prenatal home visits, they go in the OB secprevented! Third, I need to remind providers to initial all documentation that is reviewed so it may be filed in the Another issue that has been brought to my attention on numerous occasions, is the new chart order.

lems or concerns come and talk to M.J. or Elizabeth. find my keys. That was a very awful day and I appreciate all who helped (especially Martha, thank Enough of the technical talk. I want to take this opportunity to thank everyone who helped to try to Also, I will be on my honeymoon from August 9 - 19, and August 25 so if you have any prob-

# The Ten Most Important Customer Service Actions

- Calling back when promised
- 2. Explaining what caused the problem
- Letting customer/patients know who and what numbers to call
- Contacting the customer/patient promptly when a problem is resolved
- Giving customer/patients access to speak with someone in authority
- Telling them how long it will take to resolve a problem
- Offering useful alternative if the problem can't be resolved
- Treating customer/patients like people, not like account numbers
- Advising customer/patients on how to avoid a future problem
- Getting progress reports if a problem can't be solved immediately
- These tips were developed from research done at First National Bank of Chicago.

# Mission Impossible: Latino Health breaks down barriers...

Adriana Rosas, (LHO)
On June 5th 1995, our four week training for the Health Promoters (HPs) Project finished, giving us eight new trained volunteers and raising our total to 18 HPs for the 53204 area. Their present "heck" out of all parties involved, including the project coordinator, me! In my previous position, I proper and culturally competent health information for LHO's Immunization Project. Starting with the HP Mission. They've created a community voice, and now tell us what to do...and we're taking it ence like the folks of the 204 zip. They're reaching families and making referral with such speed...I've coined the project "Project Bulldoze"...removing and breaking down barriers has become worked with volunteers from the 53212 and 208 area, but I never witnessed dedication and expedi-HPs. The new batch of HPs, along with the cream of the crop of prior trainings, have impressed the only three months to September, this assignment seems like"mission impossible"...but not for these assignment is as follows... To reach 1,000 families by September 1995, and inform them with the

### Tita Finds A Job

social worker that she is happy with her job and has been able to save some money. SHe misses that Tita call a private agency that Deal in immigration issues for a professional opinion. ly wishes she could drive. She calls the social worker who had helped her get emergency food and valid social security card, she is unable to obtain a drivers license and the couple she works for wants her to take their child places during the day. Tita has learned a few of the bus routes, but realopment class in the evening. The obstacle Tita now faces is that she is undocumented. Without a not have childcare experience, the couple took her on a trial basis and Tita enrolled in a child develbecause she was taking English classes and made a real effort to communicate. ALthough Tita did church Tita now attends looking for a Spanish speaking nanny. They were impressed with Tita the weekends because she provides in-home childcare during the week. A couple went to the Several months have gone by and Tita is renting a room from an acquaintance. She is only there on Last time... Tita, a young woman who had recently arrived in Milwaukee, was out of food. worker suggest. Tita and her social worker arrange for a follow-up phone cal in two weeks. trust the people around you. Why not start by writing down some of your thoughts?", the social and finds out who Tita's main support people are. "I know it's hard to express your feelings and to her family though and sometimes feels lonely. THe social worker offers support and encouragement Tita has managed several aspects of her social situation and taken advantage of some very positive She has identified her social worker as a source of information and an objective sup-

#### Welcome New Providers

We are fortunate have have six new providers on board and hope they feel welcomed! They are: Mayran Edalatpour, Internal Medicine

Julie Schuller, Internal Medicine

Nathan Eliason, Resident

Tai Chuo, Resident

Eulalia Baselga, Dermatology

Dlana Chen, Dermatology

Family Practice Center and will be precepting residents here 2 clinics per week. Congratulation Also, to keep you up-to-date with providers, Leann Richardson is currently faculty at St. Mary's