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take one

a publication for the people of University Hospital



SNEAK PREVIEW: Hospital employees now can get a glimpse of the atrium of UH's new building, thanks to holes cut in the second-story wall of the Health Services Building. (Photo by Bradford F. Herzog)

EMPLOYEE HEALTH-CARE OPTIONS EXPAND DURING SPECIAL OPEN-ENROLLMENT PERIOD

The University Hospital has added two new health plans to its employee benefits package. Beginning on Sunday, March 1, Pilgrim Health Care and John Hancock Preferred Health Plan will be available to eligible UH employees. Other available health plans are Blue Cross/Blue Shield Master Medical; Blue Cross/Blue Shield Major Medical; Bay State Health Care; and Medical East Community Health Plan.

Throughout February, the University Hospital will be having a special open-enrollment period for health insurance. At this time, employees may change to any of the six plans offered by the Hospital. (Normally, the opportunity to change is only available at the beginning of September.)

Special health fair scheduled

In conjunction with the open enrollment period, the Hospital is sponsoring a health fair to acquaint employees with available health plans.

Representatives from Pilgrim, John Hancock, Blue Cross/Blue Shield and Bay State will be on hand to answer questions and to assist with enrollment.

Employees considering a change in health-insurance coverage are urged to attend the health fair, which will take place on Wednesday, Feb. 11, from 7 a.m. to 4 p.m., in room 123 of the Talbot Building.

EMPLOYEE BLOOD DONORS HONORED AT ANNUAL LUNCHEON

The University Hospital Blood Donor Center recently sponsored the Annual Blood Donor Luncheon in honor of those UH employees who have donated more than a gallon of blood during their UH careers. The event, which was held on Tuesday, Jan 27, in the Wilkins Board Room, also commemorated January, National Blood Donor Month.

According to Desiree Carlson, M.D., medical director of the Blood Bank and Hematology, approximately 250 to 300 blood donations currently are made each month at the Blood Donor Center. "We're doing very well with our blood donor program,"

says Carlson. "Employees are the ones who really are keeping us going."

Prizes awarded to donors

Prizes and certificates were awarded to donors of more than one, two, three, four and five gallons of blood while at UH. Top donor this year is Theresa Kuszaj, former supervisor of the Blood Bank, who has donated five-gallons of blood. Another generous donor is Carol Ann Reaves, who has given four gallons of blood.

Tom Cavagnaro, John Gale, Jean McNamara-Ward, Paul Pasztor and John Pekenia each have donated four gallons of blood.

The two-gallon donors are Anne Burgoyne, Diane Cahalane, Rick Cannon, Ann Casey, Jeff Jenkinson, Mary Landrum, Stuart Martin, Anne Nicholas, Deborah Page, Karen Rasmussen, William Rich, Diane Sartanowicz, Karen Smith, Bernard Statland, M.D., Jill Strickler-Page and Ellen Weinberg.

The one-gallon donors are Deborah Aguilar, Toni Bacon, Nancy Blake, Janette Boudreau, William Bulger, Laurel Burton, Donna Cabral, Jimmie Carpenter, Susanne Clarke, Michelle Dabiteo, Karen DeOgburn, Vic Dietz, M.Sc.D., Robert Dionne, Kenneth Dunaway, Linda Eberspacher, Keith Field, Denise Flynn, Paulette Fontaine, Ida Fortune, Pauline Gilbride, Jean Gould, Susan Grace, Deborah Heath-Maki, Mark Horan, Mark Kalled, Bridget Leon, John McCahan, M.D., Nancy McCarthy, Lorraine Maguire, Susan Mallard, Robert Meenan, M.D., Geraldine Metcalf, Diane Miller, Richard Morahan, Mitra Nathasingh, Roderick O'Connor, Aida Papaleo, Cynthia Plant, Shanti Ramroosingh, Richard Ridge, Katherine Roberts, Eva Santiago, Andrew Seger, Mary Ann Shea, Cynthia Staples-Quinn, John Tesorero, Phyllis Thibodeaux, Michael Tracy, Albert Wartski, Robert Weisbrod, Pam Welch, Carol White, and Rumualdas Zukaukas.

Take One is published for the employees of the University Hospital every second Thursday by the Office of Informational Services, Boston University Medical Center. For copy submission or information, please contact April Lindner, editor; or Owen J. McNamara, director, Office of Informational Services, DOB-600, x8482.



need to know

TICKETS AVAILABLE FOR DINNER DANCE AT THE ROYAL SONESTA HOTEL

A limited number of tickets are available for an evening of dinner and dancing to be held in the new ballroom of Boston's Royal Sonesta Hotel. "Heartstrings," the Hospital's upcoming employee dinner dance, is scheduled for Friday, Feb. 13, from 7 p.m. to midnight.

Tickets cost \$12.50 apiece, and are available on a first come-first served basis, with a limit of two tickets per employee. Tickets may be purchased between 8:30 a.m. and 5 p.m. in the UH Personnel Office, located on the first floor of the Talbot Building. Identification badges must be presented at the time of ticket purchase.

Hospital employees with dietary restrictions are asked to notify the Personnel Department when purchasing their tickets, so that special meals may be arranged to meet their needs.

BUMC'S TWO CAMPUS PARKING OFFICES COORDINATE SNOW REMOVAL

When a snowstorm hits Boston, two BUMC campus parking offices stand ready to keep Medical Center parking areas free of snow. Medical Center Parking Operations is responsible for lots A and C, while Doctors Office Building Parking Operations is responsible for the DOB Garage. The primary objectives of both offices is to restore normal parking after each snowfall. Toward this end, the snow is removed by Medical Center personnel, and by contracted firms.

When a storm is forecast, a representative from the Parking Office of the BUMC Plant Services Department, the plant superintendent for campus operations, a plant administrator from UH and a representative from the DOB Garage Parking office make plowing arrangements for parking lots A and C.

During and after snowstorms, night and evening shift parkers in lots A and C are asked to park in the DOB Garage. Parking officials encourage

personnel leaving the Medical Center to take their vehicles with them so that parking lots can be plowed.

In the event of a snowstorm, personnel arriving during the late afternoon and evening usually are asked to park their cars in the DOB Garage, and to remove their vehicles at the beginning of the following business day. This step leaves sufficient space for patients in the DOB garage. However, because the DOB Garage and the parking lots are run by separate parking operations, transfer passes may not be used to enter the garage.

Unfortunately, the parked cars of daytime shift employees prevent snow removal services from clearing lots A and B after daytime snowstorms. In addition, when a rush-hour snowstorm slows traffic, the Medical Center does not have the authority to regulate traffic on municipal roadways.

around about UH

TIME-MANAGEMENT TIPS OFFERED AT BREAKFAST LECTURE

Time-management consultant Nancy Black provided tips for the Hospital employees who attended the recent UH Training and Development breakfast lecture on personal time management. Black, who is president of Organization Plus in Beverly, Mass., and who teaches at the Institute for Time Management at Endicott College's Center for Lifelong Learning in Beverly, offered the following suggestions:

- Make a written list of things to do each day rather than trying to remember them. Write down both short- and long-term goals to keep both in mind.

- Use the "swiss cheese theory" for major projects by nibbling away at them bit by bit. This approach keeps such projects from seeming overwhelming.

- Avoid clock-watching while doing complex mental work. If you must remain aware of the time, for example, if you need to remember to leave for a meeting, set a timer to go off when necessary.

- Recognize that many long-procrastinated tasks really take just a couple of minutes. For example, making a dentist's appointment only requires dialing the number.

- Handle mail only once, choosing at that time to throw each letter out, file it, delegate it, or respond to it.

- Group errands geographically.

- To conserve personal time, cook large portions just one night a week, freezing the leftovers.

- For those who delegate work, Black says that taking the time to give explicit instructions will pay off in the end. After giving instructions, managers should allow leeway for many individual ways of handling tasks.

Copies of Nancy Black's handouts from the recent breakfast lecture, including a time management quiz and a suggested reading list, may be obtained by calling Marcia Lowry at x8576.

DISCOUNT TICKETS TO MUSEUM OF SCIENCE AVAILABLE FROM PERSONNEL DEPARTMENT

Employees of the University Hospital are invited to visit Boston's Museum of Science at a special discount price. Discount tickets, costing only \$1 apiece, are available from the UH Personnel Department on a first-come, first-served basis.

Employees wishing to pick up tickets should bring their identification badges to the receptionist's window of the Personnel Department, located on the first floor of the Talbot building.

classified

CAR FOR SALE: 1971 Chevy Nova, in good running order but needs some work. \$100 or best offer. Perfect for someone who likes to work on cars. For more information, please call April at x8482.

FOR RENT: Large, furnished room, with kitchen and bathroom to share. Located on the Quincy/Milton line, near the MBTA Red Line. Looking for quiet non-smoker. For more information, please call 471-4143.

ROOMMATE WANTED for comfortable, two-bedroom, heated apartment. Room available March 1. \$350 per month including utilities. For more information, please call George at x7479, or at 227-9638 after 6 p.m.