

# ***Mercy Health-West Hospital***

## ***Medical Staff and Allied Health Professionals***

### ***Orientation Manual***

<u>Section</u>	<u>Contents</u>
Mercy Health	Overview of Mercy Health
Mercy Health-West Hospital	Overview of Mercy Health-West Hospital Mercy Health-West Hospital Leadership
Medical Staff Leadership	Officer List 2022-2023
Important Information	Expectations of Medical Staff Antimicrobial Stewardship Access Page for Specific Information SafeCare Safety and Security Orientation CarePath Training Information
Facility Floor Plan	Mercy Health-West Hospital Map

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513-215-0957 fax

# About Mercy Health

## Leading through our Mission and values

As the largest nonprofit healthcare system in Ohio, Mercy Health has a mission to serve the entire community, especially the poor and underserved. With five hospitals, as well as more than 180 doctor's offices, clinics and care locations throughout Greater Cincinnati, we work to ensure that you have easy access to safe, effective, timely and cost-efficient care. We do everything we can to help you be well — mind, body and spirit.

### **Caring with expertise. Healing with compassion.**

With convenient locations serving in Hamilton, Butler, Clermont and Warren counties, as well as Northern Kentucky, Mercy Health is Cincinnati's leading partner in good health.

At the heart of our services are highly trained, compassionate doctors and nurses, who serve the tristate area at five award-winning hospitals. Our providers care for all stages of life, from maternity and pediatrics to senior care. And we've been doing it well for more than 160 years.

# Comprehensive care

for every neighborhood  
on the West Side



**MERCYHEALTH**

West Hospital



**Mercy Health believes in the West Side of Cincinnati.** That's why we've brought our world-class healthcare services to the heart of the West Side. Close to home for a thriving community of families, friends and neighbors, West Hospital is our commitment to helping the west be well, right here.

**DESIGNED WITH YOU IN MIND**

Mercy Health — West Hospital offers the latest developments in hospital design that have been proven to enhance the patient's experience during a hospital visit. Some of the design elements include:

- All private patient rooms with a private shower and toilet
- Family-centered care rooms with sleeper sofas, recliners, laptop tables and separate lighting
- Unobstructed views of the surrounding forest, beautiful sunrises and sunsets with an abundance of natural light
- A unique “green roof” with a prairie landscape for a serene view from patients’ rooms
- A labyrinth and a walking trail that winds through the hospital campus
- A Medical Office Building that provides easy access to multiple physician offices and a wide range of specialties

**OUR TEAM OF CLINICAL EXPERTS**

The Medical Staff of Mercy Health — West Hospital is comprised of some of the area's finest physicians and clinicians who are committed to providing our patients with advanced, expert care so they can live healthy and enjoyable lives. Our Mercy Health Physicians are also dedicated to continuous quality improvement. To ensure we're leading the way in best practice standards of care in our communities, many of our primary care offices have received certification by the National Committee for Quality Assurance (NCQA). This certification verifies that these offices have standard practices in place that include the patient as a partner in healthcare decision-making.

**HEART CARE**

- Open heart surgery
- Cardiac catheterization labs, cardiac peripheral procedures, coronary artery bypass grafts
- Diagnostic imaging, defibrillator implants and replacements, pacemaker implants
- Heart valve repair and replacement, stress tests, surgical treatment of atrial fibrillation
- Rehabilitation and long-term support

**CANCER CARE**

- Histology, chemotherapy, radiation therapy, immunotherapy
- Access to bone marrow transplants, stem cell transplant, and clinical trials

**WOMEN'S CENTER**

- Minimally invasive gynecologic procedures
- Urogynecologic surgical and non-surgical treatments
- Genetic testing, stereotactic biopsy, and bone density screening (DEXA)
- Gender focused sports medicine, mammography, and breast MRI
- Gynecologic oncology, hormone therapy, ultrasound
- Comprehensive care for every stage of a woman's life
- Specializing in pelvic floor services
- Offering “life-changing” MonaLisa Touch laser treatments

**FAMILY BIRTHING CENTER**

- Experienced team of physicians, nurses and other clinicians
- Maternal Fetal Medicine specialist physicians for expert care for “at risk”, “high risk” or “complicated” pregnancy
- Neonatologists who provide medical care for ill and premature newborns
- Anesthesiologists in the center 24/7
- Level II Special Care Nursery
  - Deliver babies that are 32 weeks or further along and 1500 grams/ 3.5lbs or more in weight who are ill or require special medical care
- Developmental Care Program, which focuses on each baby's specific conditions and issues
- Family-centered maternity care
- All private rooms, private bathrooms and showers, spacious, home like ambiance with natural light, comfortable furniture, adjustable lighting, free Wifi Internet access
- Childbirth Education classes and Lactation Program





## ORTHOPAEDIC CENTER

- Nationally Recognized program with orthopaedic surgeons who specialize in conditions and treatments for hips, knees, shoulders, hands, wrists, feet, sports medicine, back/spine
- Spine surgery, total knee replacement, total hip replacement, total shoulder replacement and other general orthopaedic surgery
- Chiropractic medicine, joint replacement classes, treatment of sprains and fractures
- Board-certified orthopaedic surgeons

## EMERGENCY DEPARTMENT

- Open 24/7/365
- Board certified emergency medicine physicians, ACLS and PALS certified staff
- Rapid Evaluation Unit (REU) for the treatment of minor illness and injury
- Spacious treatment areas, bedside registration, family-centered care and support



3300 Mercy Health Blvd  
Cincinnati, Ohio 45211

[mercy.com](http://mercy.com)

## MERCY HEALTH — WEST HOSPITAL BY THE NUMBERS

- 645,640 square feet on 65 acres
- 1,275 parking spaces
- 7 floors

## ROOMS

- 240 Total number of beds (excluding nursery)
- 20 Total operating rooms/catheterization rooms, 16 bed post anesthesia care unit and 27 private pre/post-surgery recovery beds
- 38 Emergency Department beds/rooms including 8 rapid evaluation
- 26 Diagnostic services rooms (imaging and lab)
- 6 spacious rooms for DEXA, mammography, ultrasound and stereotactic biopsy

## MEDICAL OFFICE BUILDING I 3301 MERCY HEALTH BLVD.

- 5 Floors
- Connected to the hospital at Levels 1 and 2
- Multiple primary care and specialist physicians

## MEDICAL OFFICE BUILDING II 3310 MERCY HEALTH BLVD.

- Cincinnati Eye Institute
- Endoscopy Center
- Wound Care Center
- Sleep Center
- Primary care and specialist physician offices
- Outpatient surgery center

## DINING AND COMMUNITY CONFERENCE CENTER

- 250-seat auditorium
- 3 Conference rooms
- 256 seat cafeteria and 40 seat terrace



\* Area Code 513 unless otherwise indicated.

Name	Department	Office	Joint Commission Page #	Cell	Home
Asher, Kiley	Manager, Food & Nutrition Services	215-0250	201-780-5608	201-780-5608	
Batdorf, Karyn	Director, HR Strategic Partner	215-0282		574-514-6148	
Balwanz, Chad	Regional Director, Laboratory	215-0064	315-9345	315-9345	
Bertke, Bradley	CEO, Mercy West Hospital	215-0201	476-1035	476-1035	
Bresnen, Billie	Nurse Manager, PCU & CMU	215-5370	312-0840	312-0840	
Brown, Michelle	Patient Advocate	215-0645	859-240-0105	859-240-0105	
Brown, Rob	Director, Imaging Services	215-1741	315-3297	315-3297	
Butler, Amber	Manager, Sterile Processing	215-0597	926-9959	926-9959	
Butler, Jeff	Manager, Security	215-1907	615-4534	615-4534	
Butts, Marci	Manager, Environmental Services and Transportation	215-0469	218-3059	218-3059	
Cassani, Mike	VP, Mission Mission, Spiritual Care and Ethics	215-2505	500-4800	500-4800	
Clinical Administrator		215-4610			
Cole, Tracy	Manager, West Patient Access	215-1928	259-1900	259-1900	
Curry, Jim	Manager, OR	215-1471	269-539-0691	269-539-0691	
DiTullio, Teresa	Director, Quality	215-0641	382-1618	382-1618	
Dotterer, Sue	Senior Risk Manager	215-0614	419-230-4849	419-230-4849	
Evans, Denise	Director, Perioperative Services	215-1472	292-0815	292-0815	
Feagins, Dr. Stephen	Vice President of Medical Affairs, Mercy West Hospital	215-0310	937-408-8193	937-408-8193	
Fields, Kristin	Director, Patient Access		330-3890	330-3890	
Gurr, Lisa	PT Supervisor - Queen City 389-5110 and West	215-9500 (MOB)		484-5643	
Grayson, Christy	Employee Health	215-0275	253-9055	253-9055	
Gruver, Sarah	Clinical Performance Nurse, Sound Physicians	215-0340	304-7322	304-7322	
Halbig, Stacy	Case Management	215-0632	812-577-7685	812-577-7685	
Harnist, Keith	Manager, ICU/CVU, IP Wound Care	215-2355	544-5497	544-5497	
Harris, Nick	Regional Director, Sleep Center	215-8105	238-3540	238-3540	
Heath, Marianne	Manager Laboratory Ops, Pathology, Microbiology & Phlebotomy/Processing	215-0087	379-1864	379-1864	
Helton, Noel	Manager, Harrison and Queen City EDs	389-5943	265-5663	265-5663	
Jackson, Jen	CNO	215-0214	312-9457	312-9457	
Jones, Steve	Emergency Preparedness	215-0213	616-2201	616-2201	
Kahny, Rachael	Manager, Medical Staff Office	215-0309	386-4158	386-4158	
Kenczewicz, Amanda	Program Manager, Magnet and Professional Development	215-0685	319-0258	319-0258	



\* Area Code 513 unless otherwise indicated.

Name	Department	Office	Joint Commission Page #	Cell	Home
Kenny, Colleen	Supervisor, Inpatient Surgery	215-1473	847-809-2867	847-809-2867	
Knox, Debra	Manager, Med/Surgery	215-4355	314-6811	314-6811	
Lambert, Zach	CFO	215-0202	368-3704	368-3704	
Metz, Debbie	Labor and Delivery Nurse Manager	215-2056	207-0436	207-0436	859-486-9642
Miller, J. Michael	Manager Rehabilitation Services (Therapy Services)	215-3068	520-2175	520-2175	
Mitchell, Anne W.	Director, Supply Chain	215-0418	479-422-7778	479-422-7778	
Murray, Gina	Director, Cardiology & IP Service Lines, West Hospital	215-1508	382-7745	382-7745	
Nilles, Austin	Supervisor West, Queen City and Harrison EDs	215-1134	535-8737	535-8737	
Olding, Amanda	Supervisor, Ortho	215-3352	582-5059	582-5059	
Parker, Doug	Manager, Plant Operations	215-0520	859-661-0069	859-661-0069	
Paxson, Jenny	Manager, Lab Outreach and Sales	215-0063	607-5522	607-5522	
Penning, Mark	Manager Respiratory Care	215-2528	379-0229	379-0229	
Pierce, Beth	Director of Emergency and Women's Health Services	215-1131	859-630-6595	859-630-6595	
Raymond, Shirley	Nurse Manager Pre/Post/PACU/ENDO/PAT	215-1474	207-6956	207-6956	
Rehage, Deb	Manager, Physician and Provider Relationships	215-0307			
Rudd, Sherry	Nurse Manager, Inpatient Rehab, Float Pool and Telesitters	215-3065	300-1291	300-1291	
Rupe, Julie	Nurse Manager, Ortho, IP Wound Care, OPIC	215-5443	263-0986	263-0986	
Sillies, Ben	Manager, West ED	215-1132	560-4088	560-4088	
Shah, Samir	Director, Pharmacy, OPIC	215-0830	248-202-0356	248-202-0356	
Singler, Jamie	Manager, Endoscopy West, Eye Surgery and Wound Care	215-7966	919-2731	919-2731	
Smith, Mark	Manager, Supply Chain	215-0472	578-4374	578-4374	
Stephens, Jennifer	Manager, Cath Lab, West Hospital	215-1820	807-6324	807-6324	
Walters, Tyler	COO, Mercy West Hospital	215-0203	740-550-4007	740-550-4007	
Wanninger, Alice	Director, Volunteer Services	215-0533	227-6484	227-6484	
Weiler, Lindsey	Manager Laboratory Ops Core Lab, Harrison and Queen City, Phlebotomy/Processing	215-0093	720-4916	720-4916	
Woodside, Chris	Director, Development	215-0315		319-1864	
Wunderlich, Robert	Infection Preventionist	215-0617	314-448-9459	314-448-9459	
JOINT COMMISSION	Lori Meece		502-6842		
	Kim Obermeyer		484-1462		
	Barrie Anderson-Gwinn		808-0810		
Administration Support	Michelle Osborne		382-6096		
	Cindy Kraft		859-468-6363		



# **Mercy Health-West Hospital Medical Staff Officers 2022-2023**

Chief of Staff  
Abhijit Desai, MD

Chief-Elect  
Manisha Patel, MD

Past Chief  
Kyle Darnell, MD

Department of Medicine Chair  
Houssam Marwany, MD

Department of Surgery Chair  
Kristopher Durbin, MD

Member at Large-Medicine  
Adam Kouns, MD  
Kurt Leuenberger, MD  
Adam Raskin, MD  
Anil Verma, MD

Member at Large-Surgery  
Michael Chen, MD  
Matthew Funch, MD  
Anna Sobolewski, MD

## **Mercy Health-West Hospital**

### **Responsibilities of the Medical Staff**

To carry out these purposes, the Medical Staff assumes responsibility to:

- ✓ Utilize all available information from all Mercy resources in order to monitor and evaluate the quality of care and the clinical performance of its Members and other Practitioners with delineated Clinical Privileges;
- ✓ Perform the oversight activities of the organized Medical Staff;
- ✓ Communicate findings, conclusions, recommendations, and actions to improve performance;
- ✓ Coordinate care, treatment, and services with other Practitioners, hospital personnel, and the Board, as relevant to the care, treatment and services of an individual patient;
- ✓ Review findings of the assessment process that are relevant to an individual's performance. The organized Medical Staff is responsible for determining the use of this information in the ongoing evaluations of a practitioner's competence;
- ✓ Assess inpatient and hospital outpatient medical and health services using a utilization review program based upon specific determination of individual medical needs;
- ✓ Participate with Mercy in identifying and meeting community health care needs and in recommending appropriate institutional goals and implementing programs to meet those needs;
- ✓ Provide oversight in the process of analyzing and improving patient safety and satisfaction;
- ✓ Provide education to patients and families; and
- ✓ Cooperate with and assist the Hospital in maintaining accreditation

**Mercy Hospital - West**  
**Antibiogram - January 1, 2021 - December 31, 2021**

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## ***How to Access Various Mercy Health Information***

### **Mercy Health Policies and Procedures**

From any computer within the hospital, open the internet and the HUB will open as the home page.

Click on POLICIES.

### **Physician Directory**

On [www.mercy.com](http://www.mercy.com) you will find a searchable directory.

Medical Staff Governance Documents

<https://www.mercy.com/cincinnati/about-us/for-healthcare-professionals/medical-staff-services>

### **Virtual Library**

From any computer within the hospital, open the internet and the HUB will open as the home page.

Click on REGIONS, CINCINNATI, COMMUNITIES, VIRTUAL LIBRARY.

# SafeCARE

## Real-time Event Reporting



- SafeCARE is our safety event reporting tool. This is for all Mercy facilities, providers and off site entities.
- This is an Icon Based entry tool—if you can surf the net, shop Amazon or play your iPod, you can enter a Safety Event Report.
- Access SafeCARE from any workstation in the facility via the Mercy Health Hub ICON on the desktop.
- Select the SafeCARE link from the dropdown under Employee Quick Links.
- You may log in with your desktop user name and password or you may submit events anonymously. Please remember we cannot provide feedback to you if we do not have your name.
- Please submit any safety events into SafeCARE including complaints and professional conduct as well as Near Miss/Goodcatch events.
- If event submission takes longer than 7 minutes please ask for help.
- Contact your HELP desk with any problems you may experience.



### STEP 1: ACCESSING THE SYSTEM

MERCY

If you are NOT using Mercy network credentials, you must select application account or your network from the drop down menu.

Login

Username:

Password:

Anonymous Login

If you are NOT using Mercy network credentials you must select Application Account or your network from the drop down menu.

Enter your desktop user name and password or choose the anonymous button.

### STEP 2: CHOOSE AN ICON

You are able to use a key word search to help you narrow down and choose the correct ICON.

Find a form

Fall

Please use the search above to narrow down your event result by using keywords to describe the event that you're looking for.

Fall Event

Employee/Offsite Injury Event

Simply click on the appropriate event type button for the file to open.



### STEP 3: BEGIN YOUR EVENT SUBMISSION

Complete the form starting from the top of the page working down. All mandatory fields are marked with a green \*. If you don't have all the information at hand insert an \* into the field to move on.

Last Name \* 

Click the **Lookup** icon to search the Patient Database

First Name \* 



The magnifying glass is a look up for hospital based patients. We are currently exploring how this can be adapted for provider based settings, SHHS and ambulatory care settings.

**File Submission Form**

**Table of Contents**


- File Entry Information
- Person Affected
- When and Where Event Occ...
- ...

**File Status**

Elapsed time: 00:00

2 of 35 total fields completed.

1 of 16 mandatory fields completed.



Widgets down the left side of the page let you know how long your entry is taking, how many mandatory fields there are and how many you have completed.

**Contributing Factors** ? x


- ☐ attention issue
- ☐ CarePATH
- ☐ communication failure
- ☐ Communication/Comprehension Deficit
- ☐ cultural differences
- ☐ distractions
- ☐ documents delayed
- ☐ equipment/supplies
- ☐ Handoff communication inadequate/not done

OK Cancel



Multi-pick lists are lists that allow you to pick multiple selections with one click of your mouse—Click all boxes that apply—then click OK.

Delete More Actions **Submit**



Click submit to complete your event—write down the file number after submission is complete to verify proper entry has occurred.

### Helpful Hints

- Report any and all safety events including Near Miss events, Complaints, Professional Conduct Events, Associate Injuries, Falls, Medication Errors, HIPAA, Surgical Complications, Medication errors, Adverse Drug Reactions, etc...
- File = Safety Event, Occurrence, Incident Report, Variance
- Hovering on questions/answers will provide additional instructions
- Instructional comments are throughout the system.
- \* Denotes Mandatory fields
- Date fields—enter dates with one click on the calendar
- Time is entered in Military time
- After submitting a File/Event always write down the ID number for reference



# Safety and Security

- Be Familiar with and follow departmental and facility safety policies.
- Report Safety issues/concerns
- Participate in safety programs such as computer based I-Learn modules, disaster, fire, Infant Abduction and evacuation drills.
- Complete SafeCARE reporting if:
  - Injured
  - Bloodborne pathogen exposure
  - Witness to injury

# Report Safety Issues

- Inform your manager
- Call the Safety Hotline: 682-SAFE
- Call the Bloodborne Pathogen Line: 1(855)343-5076
- To report any unsafe conditions please contact your sites Safety Officer:
  - ❖ **Mercy Anderson = 624-4698**
  - ❖ **Mercy Clermont = 732-8570**
  - ❖ **Mercy Fairfield = 870-7388**
  - ❖ **Mercy Jewish = 686-5130**
  - ❖ **Mercy West = 215-0510**

# Emergency Codes

- Code Blue - Medical Emergency
- Code Violet- Violent/Combative Patient
- Code Yellow - Disaster
- Code Orange – Hazardous Material Spill/Release
- Code Black- Bomb/Bomb Threat
- Code Gray- Severe Weather
- Code Silver- Person with Weapon/Hostage situation
- Code Adam – Infant/Child Abduction
- Code Red - Fire



# Calling Emergency Codes

- Site specific Emergency #'s:
  - ❖ Mercy Anderson = 84456
  - ❖ Mercy Clermont = 88456
  - ❖ Mercy Fairfield = 67456
  - ❖ Mercy Jewish = 66#
  - ❖ Mercy West = 51911
  - ❖ Harrison = 9911
  - ❖ Mercy Western Hills = 911
- Identify the type of code and your location
  - **Note:** Operators answer for more than one site
  - **Example:** Dial x84456 and state “Code [Blue](#) - Anderson Cafeteria”

# Code Violet- Aggressive/ Combative Patient

- Assistance is needed for everyone's safety
- Specially trained team members respond and only these people should intervene
- For non-patients, call 911, then call the Emergency # for your site and request Security

# Code Yellow- Disaster

- External

- Disaster in the community and we may receive numerous victims

- Internal

- Disasters within the facility such as large chemical spill, structure damage from earthquake or tornado

# Code Orange- Hazardous Material Spill/ Release

- Large chemical spill will require Security to control access to the area until the fire department arrives.
- The fire department has trained personnel to assist with some spills.

# Code Black- Bomb Threat

- Your role if you take the call
  - Locate your department's emergency preparedness manual
  - Review department-specific plans and functions
  - Participate in drills
  - Know location of the incident command center
  - Notify Security by calling your sites Emergency #
  - Keep the caller talking (why, where, what type of device?)
  - Listen for background noise
  - Note identifiers in the callers speech



# Code Gray- Severe Weather

- Code Gray is for Tornado or Severe weather warnings.
- Check your departments disaster binder for responsibilities during tornado watch/warnings.

# Code Silver- Persons with Weapon/Hostage Situation

- Notify operator by calling the emergency # for your site.
- Call 911 and give as much information as possible
- Take cover and lock down your unit if possible
- If safe to do so evacuate to a safer area

# Code Adam

- An infant or child is missing or known to be kidnapped
- Departments respond to assigned entrances, exits, and stairwells

# Code Red- Fire

- In Case of a Fire

## RACE

R = Rescue those in immediate danger

A = Activate the alarm (pull box or call your sites  
Emergency #)

C = Confine fire- Close doors

E = Extinguish the fire if possible

## PASS

P = Pull the pin

A = Aim at the base of the fire

S = Squeeze the handle

S = Sweep back and forth at base of the fire

# Utilities Management

- Locate your units utility systems contingency plans and become familiar with them
  - Includes electric, water, sewer, phone/communications, HVAC, and medical gases
- Power Loss: onsite generator provides back up power
  - Expect a 7-8 second delay in power transfer
  - Ensure all patient equipment is plugged into RED outlets
  - Unplug or turn off all unnecessary electric appliances or non-patient items

# Medical Gas

## **Medical Gas Shut Off Valves normal and / or emergency situations.**

### **A. Normal Operations:**

During normal operations maintenance staff in conjunction with the nurse manager/charge nurse/designee of the respective floors have the authorization to use the medical gas shut off valves.

### **B. Emergency Situations:**

The following personnel have the authorization to use medical gas shut off valves;

- Incident Commander (Clinical Administrator, CEO)
- Maintenance
- Nursing Staff
- Respiratory
- Fire Department

Nursing staff will assure that patients in need of med gases are relocated.



# Important Miscellaneous Information

- Zero tolerance policy for workplace violence
  - Includes threats, assaults, and domestic situations
  - Applicable to all employees, visitors, and patients
- Tobacco-Free Facility and Campus
  - No smoking or use of tobacco products anywhere on hospital property
  - Applicable to all employees, visitors, and patients
- All employees must complete iLearn modules annually to review Safety and the Environment of Care
  - Mandatory annual deadline: October 31

# Important Miscellaneous Information

- Interim Life Safety Measures (ILSM)
  - When construction, renovation, or repairs are in progress, part or all of a building maybe under ILSM status
  - Information will be posted in your department and communicated by your manager or safety officer

# Hazard Communication- MSDS

- Safety Data Sheet (SDS)
  - Information on chemical substances used in your immediate workplace
  - Familiarize yourself with the chemicals used in your department and what first aid is required
  - Safety Data Sheets are available online using MHPnet link to (MSDS On Line)
  - Everyone has the “Right to Understand” the products potential hazards

# Important Contacts

## On Duty Security:

- ❖ **Mercy Anderson = 632-9911 (89911)**
- ❖ **Mercy Clermont = 688-3911 (83911)**
- ❖ **Mercy Fairfield = 870-7000 (67079)**
- ❖ **Mercy Jewish = 686-5685 (65685)**
- ❖ **Mercy West = 215-1900 (51900)**
- ❖ **Western Hills = 388-6897 cell**

## ID Badge Questions:

- ❖ **Mercy Anderson = 84582**
- ❖ **Mercy Clermont = 88571**
- ❖ **Mercy Fairfield = 67012**
- ❖ **Mercy Jewish = 65685**
- ❖ **Mercy West = 51900**

# Security

- Services Provided
  - Parking Enforcement
  - Escorts
  - Minor Auto Assists
  - Provide a Safe Working Environment

# Employees Responsibilities

- Park in the appropriate areas. Please be respectful of our patients and park as far away from the entrances as possible.
  - ❖ Mercy Anderson – Park in the employee parking garage
  - ❖ Mercy Clermont – Park in Lot # 6, Lot #1 closest to access road, Lot #3 last rows.
  - ❖ Mercy Fairfield – Park behind row E in the main lot, Behind row C in the MASC lot, or Employee lot by Dock.
  - ❖ Mercy Jewish - P-0 of garage (before 6:30 AM). South lot & Kenwood Mall.
  - ❖ Mercy West - Employee Lot on East side by I-74
- Report any suspicious activities
- Keep valuables under lock and key
- If uncomfortable going to your car and an odd time, call Security for an escort



## *Inpatient Training and Test Out Registration*

All credentialed providers are required to complete EHR Epic Training. Please register providers early in the application process for a class to be held **three days to two weeks prior to their anticipated rotation start date. Providers should not be scheduled to a training session if they are working or on call.** Please read the registration instructions below carefully and register for either an Epic Training or Test Out based on your Epic experience or specialty.

- All trainings are held virtually over Zoom.
- Providers will need to join the zoom training from a laptop or desktop computer, and not from a phone or tablet.
- Registration closes two business days prior to the class time.

Epic Training classes are required to those who are not Epic proficient or have not actively used Epic within the last six months at either a BSMH Hospital or other outside healthcare organization. **Click on the blue hyperlink below to register for training based on specialty.**

Epic Trainings
Inpatient Provider Training: <a href="https://www.signupgenius.com/go/409094bada72da2fa7-2022">https://www.signupgenius.com/go/409094bada72da2fa7-2022</a>
Emergency Provider Training: <a href="https://www.signupgenius.com/go/409094bada72da2fa7-20223">https://www.signupgenius.com/go/409094bada72da2fa7-20223</a>
Obstetrics Provider Training: <a href="https://www.signupgenius.com/go/409094bada72da2fa7-20222">https://www.signupgenius.com/go/409094bada72da2fa7-20222</a>
Oncology Provider Training: <a href="https://www.signupgenius.com/go/409094bada72da2fa7-202213">https://www.signupgenius.com/go/409094bada72da2fa7-202213</a>
Transplant Coordinator Training: <a href="https://www.signupgenius.com/go/409094bada72da2fa7-transplant">https://www.signupgenius.com/go/409094bada72da2fa7-transplant</a>


Those who are Epic proficient are qualified to test out of Epic Training. Qualifications include actively using Epic within the role of a provider/advanced practitioner within the last six months, have been trained on the Epic system at another healthcare organization, have a high-level understanding and proficient in Epic application workflow. **Click on the blue hyperlink below to register for a Test Out Session.**

Test Out Sessions
Inpatient, Obstetrics, Emergency, Oncology, or Interventional Radiology <a href="https://www.signupgenius.com/go/409094bada72da2fa7-20221">https://www.signupgenius.com/go/409094bada72da2fa7-20221</a>

1. Click on the appropriate weblink above to register for a training or test out based on provider experience
2. You will see column headers displaying information about the course:
  - a. Date Column – Displays dates of training offerings
  - b. Location – All training sessions are held virtually over zoom
  - c. Available Slot – Displays number of seats available for registration
3. Select the **Sign-Up** button to right of the course offerings to register for a training session
4. Select the **Submit and Sign Up** button at the bottom of the screen to continue enrollment.

2022 New Hire Provider Training

Inpatient Provider Training
Provider Test-outs
Obstetrics Provider Training
Emergency Provider Training
Inpatient Thrive Se
>



### Inpatient Provider Training

## 2022 Provider New Hire Training

This serves as a training request form for Inpatient Physicians and Inpatient Advanced Practice Providers in all Bon Secours Mercy Health Hospitals. Note: One off training will not be offered for your site. Please work with your new hire provider's schedule to ensure training is properly scheduled.

This course is not available for anesthesiologists, obstetricians and ED providers.

Created by: CH Carrie Hasselbeck ✕

Date (mm/dd/yyyy EST)	Location	Available Slot	
01/05/2022 (Wed. 9:00am - 3:00pm)	Zoom	Training (6)	Sign Up <input type="checkbox"/>
01/07/2022 (Fri. 9:00am - 3:00pm)	Zoom	Training (6)	Sign Up <input type="checkbox"/>
01/12/2022 (Wed. 9:00am - 3:00pm)	Zoom	Training (6)	Sign Up <input type="checkbox"/>
01/14/2022 (Fri. 9:00am - 3:00pm)	Zoom	Training (6)	Sign Up <input type="checkbox"/>
01/19/2022 (Wed. 9:00am - 3:00pm)	Zoom	Training (6)	Sign Up <input type="checkbox"/>

Submit and Sign Up

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Privacy Policy | Terms of Service |

- You will be redirected to the next screen entitled Sign Me Up which will display the training date and time for the session you have selected. Please complete all required fields on the sign-up registration.
- Once all required questions are completed, select **Sign Up Now** at the bottom.

Back to 2022 Provider New Hire Training

## Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - EST)	Start Date	Quantity
Training	Fri., 01/07/2022 9:00am - 3:00pm	<input type="text"/>	1 <input type="text"/>

Name  First  Last

Email

Already have a SignUpGenius account? [Login](#)

Phone  Mobile

Employed, Non Employed, or Affiliate  
 Select

Specialty

Provider Group  
 Name of physician group you will be working with (Ex. Sound Hospitalist)

Model after  
 Name of another provider you will be working with who can be used as an example to customize note templates and orders from.

Primary Hospital(s)

<input type="checkbox"/> Allen Hospital	<input type="checkbox"/> Anderson Hospital	<input type="checkbox"/> Clermont Hospital
<input type="checkbox"/> Defiance Hospital	<input type="checkbox"/> Fairfield Hospital	<input type="checkbox"/> Lorain Hospital
<input type="checkbox"/> Lourdes Hospital	<input type="checkbox"/> Marcum & Wallace Hospital	<input type="checkbox"/> Perrysburg Hospital
<input type="checkbox"/> Springfield Regional Medical Center	<input type="checkbox"/> St. Anne Hospital	<input type="checkbox"/> St. Charles Hospital
<input type="checkbox"/> St. Elizabeth Boardman Hospital	<input type="checkbox"/> St. Elizabeth Youngstown Hospital	<input type="checkbox"/> St. Joseph Warren Hospital
<input type="checkbox"/> St. Rita's Hospital	<input type="checkbox"/> St. Vincent Hospital	<input type="checkbox"/> The Jewish Hospital
<input type="checkbox"/> Tiffin Hospital	<input type="checkbox"/> Urbana Hospital	<input type="checkbox"/> West Hospital
<input type="checkbox"/> Willard Hospital		

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

Sign Up Now Cancel

7. Provider will receive a confirmation email to the email address that was provided on the registration
8. One to three days prior to the scheduled training or test out session, the provider will receive a zoom invite and class information from the designated Site Specialist training the course.

## Inpatient Thrive Sessions

**2 Hours of CME credit will be given for attendance. Post class evaluation is required for CME credit**

- Session 1 – Personalization and Chart Review
- Session 2 – Notes and the In Basket
- Session 3 – Orders and the Problem List

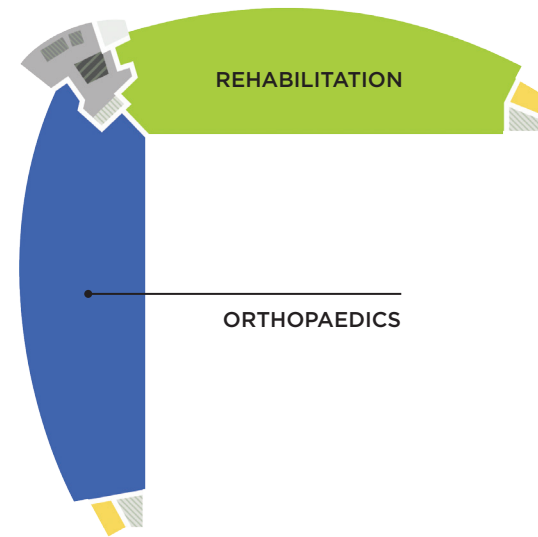
<b>Class Details</b>	<ul style="list-style-type: none"> <li>• <b>Pre-Registration is required:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> A zoom meeting invite will be sent to the providers email from a CarePATH Site Specialist the week before the scheduled session</li> <li><input type="checkbox"/> Zoom classes will begin promptly at 8am or 4pm</li> </ul> </li> </ul>
<b>Logistics</b>	<ul style="list-style-type: none"> <li>• Offered virtually via Zoom Meeting</li> <li>• Class sizes are first come/first served and are limited to 5 providers per session to allow for personalized attention</li> <li>• Led by CarePATH Site Specialists</li> </ul>
<b>Learner Objectives</b>	<ul style="list-style-type: none"> <li>• Create an increased understanding of the CarePATH system for clinicians.</li> <li>• Identify areas to optimize CarePATH in the following five areas: chart review, in-basket, chart navigation, notes, and orders.</li> </ul>

Click the link to schedule: <https://www.signupgenius.com/go/409094bada72da2fa7-20224> (Follow the same instructions above to register for a thrive course). Providers will continue to receive a confirmation email to the email address that was provided on the registration. One to three days prior to the thrive session, a zoom meeting invite will be sent out with class information from the designated Site Specialist training the course.

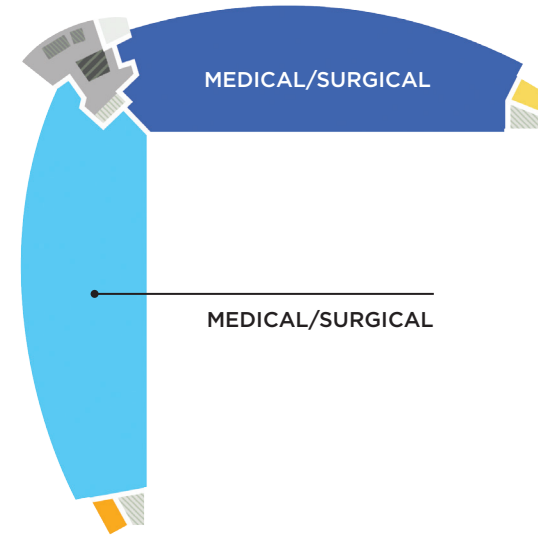
If you need assistance with using EHR in the future, please call your Epic Support Line to reach a Site Specialist: 1-855-214-3027 or email [BSMHPProviderTraining@mercy.com](mailto:BSMHPProviderTraining@mercy.com) for training correspondence.



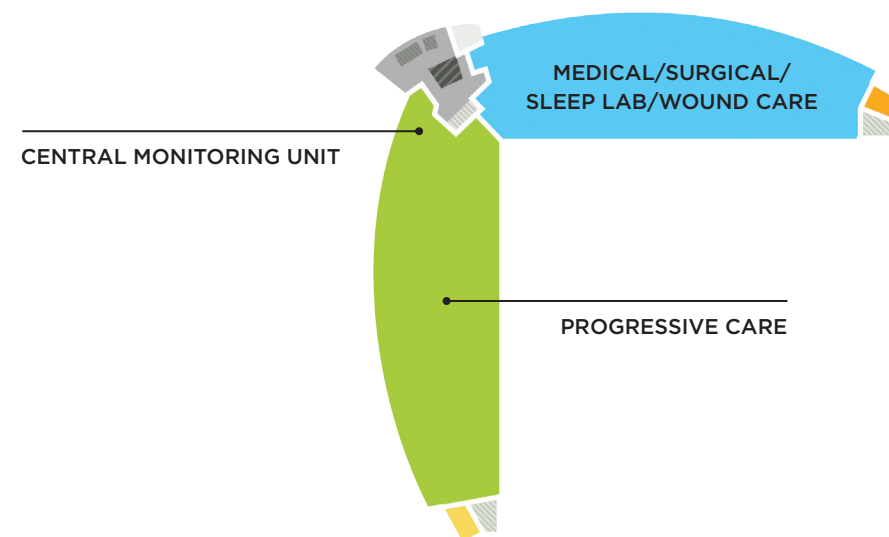
## Level 3



## Level 4



## Level 5



# Welcome!



3300 Mercy Health Blvd.  
Cincinnati, OH 45211

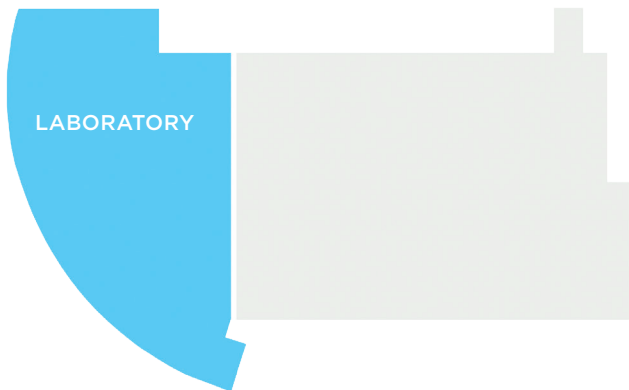
A Catholic healthcare ministry serving Ohio and Kentucky

[mercy.com](http://mercy.com)

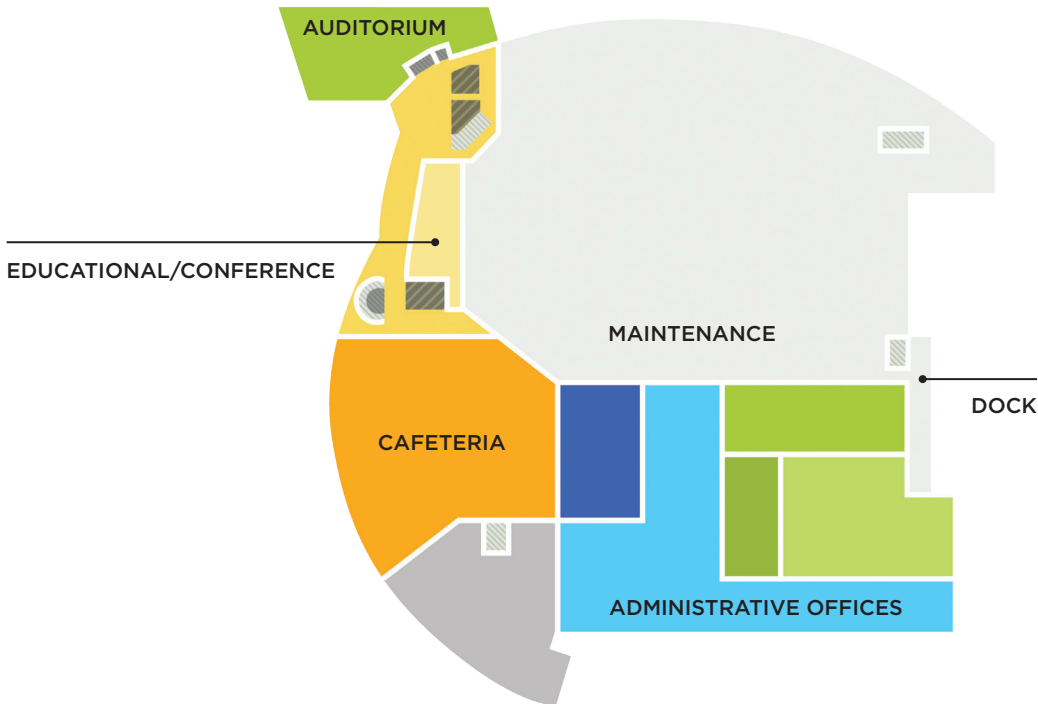


# Your building guide to Mercy Health — West Hospital

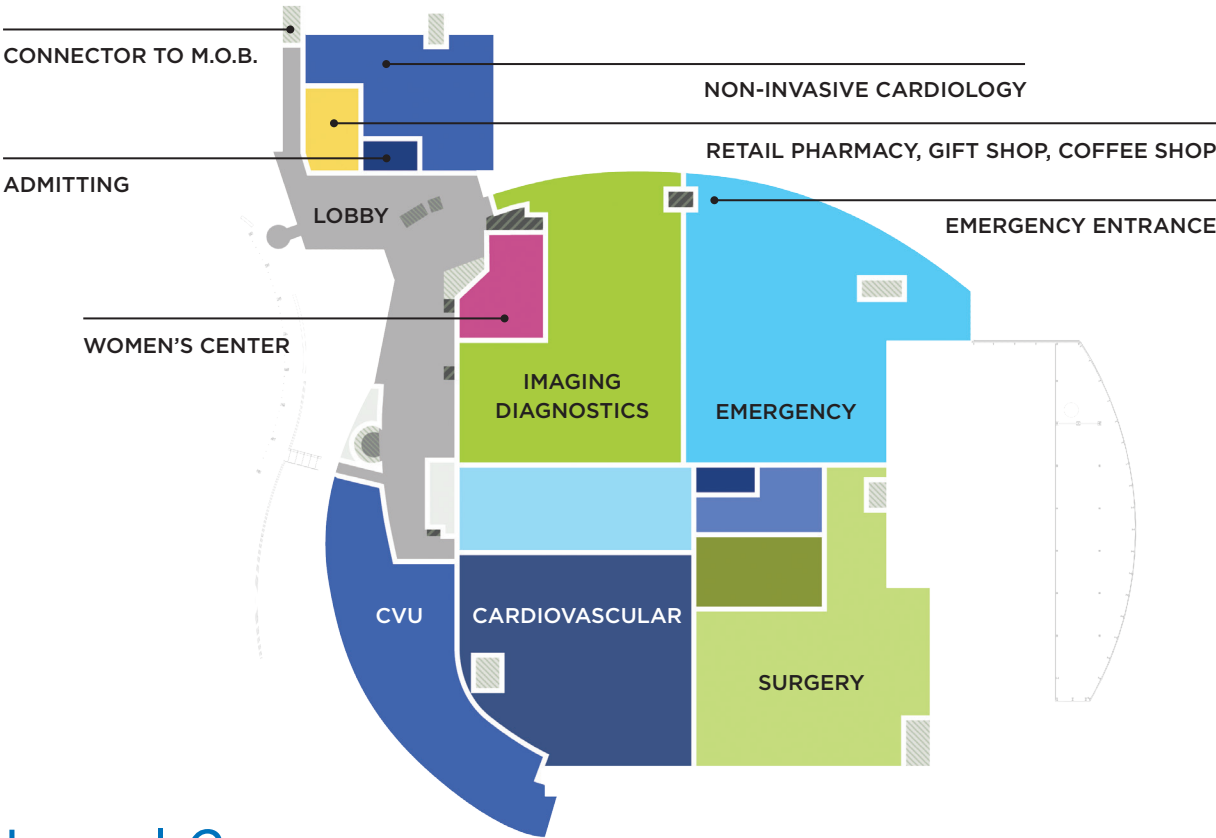
## Level P



## Level T



## Level 1



## Level 2

