

TRUMAN VA BULLETIN

Donate Life Month

Each April collaborative efforts are made across the country to increase awareness of organ donation. At the present time, more than 106,000 people in the United States are on the national waiting list in need of life-saving organ transplants. Transplantation is one of the most remarkable success stories in the history of

medicine. But, despite continuing advances in medicine and technology, the need for organs and tissue is vastly greater than the number available for transplantation.

For more facts and information on how you can be involved, visit the following websites:

UNOS

www.unos.org

National Marrow Donor Program

www.marrow.org

Donate Life America

www.donatelife.net

DEPT. OF VETERAN AFFAIRS

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EMPLOYEE OF THE MONTH

Brandi Reuter
(Pharmacy) –
Employee of the
Month (April)

Monthly “Lucky Duck” Winners

The Employees Association board recently announced that a random monthly drawing will be held in which all paid employees at the main facility, CBOCs and the ProDental building will be included. Each employee will have a chance to win \$50 and have their photograph with their keepsake “lucky duck” displayed at the hospital. Congratulations to **Harold Burgeson** (CS)! He is the April 2010 “lucky duck” winner.



INSIDE THIS ISSUE:

Computer Corner	2
Records Mgmt	3
Congratulations	3
Thanks	4
New Employees	4
Farewell	4

OI&T Computer Corner

Keyboard Shortcuts

Microsoft and other windows-based software developers have done a good job designing graphical user interfaces (GUI) to assist users with locating functions quickly and easily but sometimes the keyboard shortcuts are the quickest way to access commonly used functions. Add the following keyboard shortcuts to your computer skills to save precious time.

General Shortcuts

CTRL + C = Copy; reproduce text, images, or files that you want to duplicate.



CTRL + X = Cut; move text, images, or files to a new location.

CTRL + V = Paste; insert text, images or files selected with Copy or Cut functions.

CTRL + A = Select All to grab text, images or files in the currently open window.

CTRL + N = Creates a new document inside currently open application.

CTRL + Z = Undo in currently open application.

ALT + TAB = Scroll through all open applications; press and hold ALT key; then press TAB until you reach the application you want to use.

CTRL + CLICK = Press and hold CTRL key while clicking on multiple documents allows you to select more than on document and then perform a function on all of them.

SHIFT + CLICK = Select multiple documents ; click first document and then hold SHIFT and click last document to select all document between first and last selected.

F1 = Opens Help file (in most Windows applications); search for details and instructions on how to perform operations within that application.

CTRL + S = Save current document; Save As dialog box opens if document has not yet been saved.

Microsoft Outlook Shortcuts

ALT + S = Send email currently in progress.

CTRL + R = Reply to email currently being read.

CTRL + SHIFT + R = Reply All to email currently being read.

CTRL + F = Forward email currently being read.

CTRL + P = Print item currently being viewed.

Internet Explorer Shortcuts

CTRL + ENTER = If the website ends with .com enter the website name then press CTRL + ENTER to convert address bar from “Microsoft” to “http://microsoft.com” which saves keyboarding time.

F5 = Refresh view of currently open website.

CTRL + T = Creates new browsing tab within the currently open Internet Explorer window. There are many other keyboard shortcuts available in the Microsoft Windows operating system. Next time you select File / Edit / View notice the shortcut listed next to the function of the Internet Explorer File menu. Have fun with this short list of keyboard shortcuts and explore other shortcuts to save yourself time while working in your favorite application.

Records Management at Truman VA

Do you know your Service Line Record Liaison? This is the individual that is responsible for the records management program in your respective service.

Every federal agency is legally required to manage their records in order to function effectively and to comply with Federal laws and regulations. Records management addresses the period of time that records are in the custody of Federal agencies. The life cycle usually consists of three stages: (1) creation or receipt, (2) maintenance and use and (3) disposition. The facility will maintain and preserve records based in accordance with Records Control Schedule (RCS) 10-1. Destruction of records should also be in accordance with RCS 10-1 (All records held past the stated timeframes for destruction are discoverable in lawsuits).

Federal records can include books, papers, maps, photographs, e-mails and even calendars if used in transacting VA business. Vital records are those considered essential to the continued function or reconstruction of the organization during and after an emergency (i.e., facility blueprints, vendor contacts, legal and financial records, etc.)

Individual Record Liaisons have been appointed by the service line directors to assist the Facility Records Manager. They are responsible for maintaining an accurate inventory of records created and stored by their service. All records inventories should include both active and inactive records, on-site and off-site records and records in all media formats. Record Liaisons also identify records scheduled for disposition, assist with staff training to ensure files are maintained appropriately, conduct regular reviews to ensure effective record management and ensure that employees leaving their service do not remove any Federal records from VHA custody. Employees have a responsibility to cooperate with their Records Liaison to facilitate a good records management program in their service line, to ensure records are maintained appropriately and to ensure that no records are destroyed without proper authorization.

For more information, please see Hospital Policy Memorandum 589A4-406, Records Management Policy, or contact our Records Manager, Vickie Stocklausner, at extension 56436.



Congratulations

Michael Russum, PharmD, BCPS, has been selected Chief, Pharmacy Service at Truman VA.

Jason Schmitt (HR) has been appointed African American Program Manager and is the newest member of Truman VA's Equal Employment Opportunity (EEO) Committee.



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Farewell: Susan Connell, Physical Therapy Assistant (CS) • **Rajiv Dhand, MD**, Staff Physician (SC) • **Lisa Lacey, MD**, Staff Psychiatrist (BH) • **Deborah Leps**, Medical Technologist (CS)

THANK YOU

I just wanted to thank everyone for their thoughts and prayers during my recent health crisis. I have returned to work and will continue to take things one day at a time. To all who contributed leave donations, I express my deepest gratitude. Our VA family is awesome and I am so proud to be part of this extraordinary organization! Thanks to everyone!

Anna Pantoja & Family

New Employees - April 11, 2010



Welcome: **Lisa Cassel**, Health Technician (PS) • **Deanna Gobel**, Nursing Assistant (PS) • **Paul Goode**, Medical Support Assistant (NOT PICTURED) • **Dala Hemeyer, LCSW**, Social Worker (BH) • **Christopher Holland, RN**, Staff Nurse (NOT PICTURED) • **Laquesha Jackson**, Food Service Worker (PS) • **Louie Markovitz**, Medical Support Assistant (PS) • **Candice NeSmith**, Transportation Assistant (HAS) • **LaTonya Turner**, Nursing Assistant (PS)