

OA Employee Spotlight



**Melanie F.,
RHIA**

HIM Consultant

During my junior year of high

Simpler Daily Work: 13 Smart Habits That Will Help You

By Henrik Edberg

"Three Rules of Work: Out of clutter find simplicity; From discord find harmony; In the middle of difficulty lies opportunity."

Albert Einstein

The daily work we do – in school, at work, or in a business – can easily become overwhelming, ineffective, and suck the energy and joy out of what you are doing.

Over the years my experience has been that it is essential to keep my work simple and light to get better results in less time and to make things more fun (or at least more acceptable).

In this article I'd like to recommend 13 habits that have helped me to do so.

1. **Prepare your day the evening before.** Pack your bag or suitcase. Pack the leftovers from your dinner in a container and put it in the fridge. Put your keys, wallet, etc. in a place where you can easily find them as you head out in the morning. This preparation will help you to have a less stressful morning.
2. **Just check your email once a day.** Checking email, other statistics, or social media accounts many times a day tends to drain a lot of time, energy, and can leave you unfocused and stressed. Try checking and processing all of those things just once a day instead. I do it at the end of my workday. If that is not possible for you then try to postpone it for a few hours at least. And put your morning energy and focus into your most important task of the day.
3. **Write shorter emails.** Limit your emails to 1-5 sentences when possible. You can also have some canned responses for common

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ASK THE EXPERT!

What is a Cell Saver?

Cell Saver (aka Intraoperative Cell Salvage Machine) is a device used during surgery to capture hemorrhaged blood. Operating Room personnel use cell salvage machines to suction, wash, and filter blood to return red blood cells back to the patient instead of being 'thrown away.' In the past, blood lost during surgery would typically be replaced with blood transfusions. "When you use cell salvage, blood lost for the surgeon is not lost for the patient," states Professor Spahn. Furthermore, use of the cell saver reduces the potential hazards related to donor blood transfusions. The cell saver is also a viable alternative for patients with religious objections to receiving blood transfusions. Dr. Rosengart further highlighted additional benefits when using the cell saver for *all* patients, "... we found a shorter length of stay and lower cost using our blood conservation strategy." Check out this month's edition of ICD-10 Coding Corner for coding these transfusions.

Works Cited:

1. <http://www.cts.usc.edu/zglossary-cellsaver.html>
2. "Transfusion Alternatives-Documentary Series". 2004 Watch Tower Bible and Tract Society of Pennsylvania. (video)

The 85th AHIMA
Convention and Exhibit
is just around the
corner...

October 26-30 in
Atlanta, GA

See y'all there!



Set the Record Straight with *On Assignment*

Health Information Management

OA Employee of the Month



Victoria Weinert
RHIT, CCS

**Compliance and
Audit Manager**

Let me introduce myself: I'm new to the role of Audit and Compliance Manager for On Assignment HIM, but I'm not new to On Assignment HIM.

Since 2006, I've been a member of the team as a contract coder working with my recruiter Susan Gray. In 2008, I passed the test to be an AHIMA-approved ICD-10-CM/PCS trainer. This led me to take a turn from production coding in 2009 to pursue my endeavors to teach ICD-10 and open an online coding school. Since then, I've enjoyed developing and teaching ICD-10 skill-building workshops for GHIMA and several I-10 audio webinars for AHIMA. And last year, I started writing for this newsletter in the ICD-10 Coding Corner!

My excitement for the HIM profession is only equaled to my other favorite hobby – traveling. I've had the pleasure of visiting a variety of islands in the Caribbean, and countries in Central America, Europe, and Africa. Oddly enough, I haven't yet seen the Grand Canyon, but it's definitely on my 'To Do' list. The photos of me with this article were taken on my trip to South Africa at a lion park called Ukutula – a must see if one ever has the opportunity to visit Johannesburg. What is Ukutula? Imagine a typical petting zoo with **lion and tiger cubs!** One can stay there on the premises and wake up in the morning to find five or six of these young lion cubs sleeping on the front steps of their bungalow – it's truly a glimpse of paradise! My little friend with me in the picture was resting after I had just finished bottle-feeding him, and then we got into a little roaring contest for fun (big mouth Jersey girl vs. lion ... any guesses on who won?).

These are exciting times for the coding profession and I'm happy to be a part of it. I honestly enjoy diving into ICD-10 every day. Each time I do, I find more and more gems to share. So, if there's a topic you'd like to read more about, let me know!

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tals, cancer centers, ambulatory clinics, and even a homeless healthcare organization.

After 25 years of experience in HIM, I still love what I do and enjoy the interactions of both the people at On Assignment HIM and the facility where I work as an HIM Consultant in Bakersfield, California. I would not have had this opportunity if it were not for the On Assignment HIM team and the support of my friends and family!

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questions saved in a folder in your email program. This will help you to spend less time and energy on your daily email processing.

4. **Be 5–10 minutes early for appointments.** This will make your time of travel during the day into a time of relaxation and recharging. Instead of a time of stress and anxiety. Plus, people tend to like when other people are on time.
5. **Work on just one thing at a time.** It will be easier to focus and to do a good job. And to do it in less time compared to if you try to multi-task (at least if you are anything like me).
6. **Work in a cone of silence.** Just before you start working on that one thing shut down your email program and instant messaging programs. Shut the door to your office. Put your cell phone in silent mode and put it in a drawer. If possible, shut down your Internet connection. Or use an extension for your browser like *StayFocusd*.
7. **During your day, regularly ask yourself questions for simplicity and focus.** It is easy to get off track during a regular workday. To stay on track or to get back there if you get lost, use questions like: What is the most important thing I can do right now? What would I work on if I only had two hours for work today? Is doing this bringing me closer to my goal? Am I keeping things extremely simple right now?
8. **Let your lunch time be a time of relaxing.** Eat slowly. Put down the fork between bites to make that easier. Eat mindfully and savor each bite. Eating your lunch this way can help you relax and release quite a bit of stress in the middle of your workday. Plus, it can help you to not overeat because it takes your brain 20 minutes to register that you are full. By slowing down your eating your brain can stop you before you eat too much.

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DID YOU KNOW?

What is the difference between Nephritic Syndrome and Nephrotic Syndrome?

Within each kidney, there are approximately one million little units call nephrons. Nephrons consist of microscopic blood vessels with small pores called a glomerulus that communicates with a tubule. These units are the means by which our kidneys clean our blood of waste and toxins.

Nephritic syndrome usually results from an inflammation of the glomeruli when antigens (leftover from the body's bout with infection) are trapped in the kidneys; however, it could be hereditary in nature. When the glomeruli are unable to filter waste, the blood begins to build up with waste.

Nephrotic syndrome results when damaged glomeruli affect the filtering process of the nephron thus allowing proteins from the blood to be lost into the urine. Blood protein deficiencies cause an imbalance in the osmotic pressure of the blood, and fluid begins to 'leave' the blood vessels and accumulate in the body's tissues causing swelling.

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9. Spend 80% of your time focusing on a solution. And only 20% of your time on dwelling on your issue, challenge, or problem. Instead of doing it the other way around. This makes it easier to live a lighter and more action-filled life and not fall down into a pit of self-pity or get stuck in a mental habit of perceived powerlessness.
10. Ask for help. You don't have to always go it alone. You can ask for help. You may not always get it, but you may also be surprised at how helpful and kind people can be in helping you ease your burdens and solve a challenge. Just don't forget to do the same for them as best you can when they ask.
11. When overwhelmed, breathe and then say to yourself: just take care of today. Focus only on that. Forget about all those tomorrows and your yesterdays. Go small, narrow your focus greatly and just take care of today. Then take care of tomorrow when it comes.

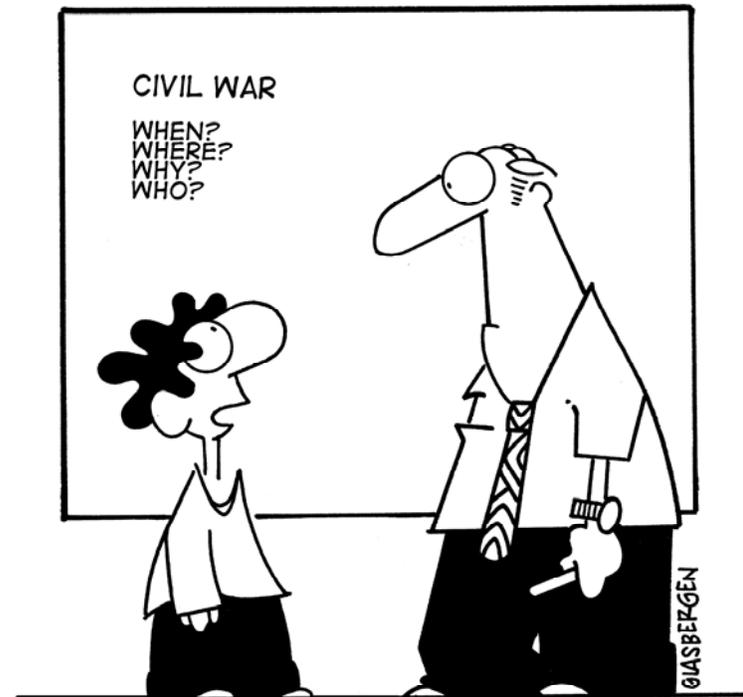
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ICD-10 Corner

How can I code the use of the cell saver during surgery?

Coding the use of the cell salvage machine during surgery is not actually what we are acknowledging. Rather, it's the transfusion of the patient's red blood cells that we are capturing. We currently use the ICD-9-CM code *99.00 Perioperative autologous transfusion of whole blood or blood components* for this procedure. In ICD-10-CM, we build the PCS code as *30233N0 Transfusion of Autologous Red Blood Cells into Peripheral Vein, Percutaneous Approach*.

While we're on the topic of transfusions, look closely at the Transfusion PCS table in the Substance column. Anything stand out? Here is another opportunity for you to express your clinical expertise when translating physician terminology into PCS terminology. This is where you'll go to code Bone Marrow Transplants and Stem Cell Transplants. These clearly do not fit the definition of the root operation of Transplant, rather they are an infusion of cells into your bloodstream where they will then find their way into the bone marrow so they can begin to produce healthy blood cells. **Note:** You may need the cooperation of your clinicians to clarify the substance being transfused, i.e., Bone Marrow, Stem Cells (Cord Blood), or Stem Cells (Hematopoietic).



“Can I skip your classes if I promise to watch the History Channel when I grow up?”

Set the Record Straight with *OnAssignment* Health Information Management

? WHO KNOWS ?

What is the biological study of the mechanisms and their chemical reactions within DNA?

Scientists are using these findings in developing therapies for improving health, fighting diseases, and combating aging.

Send your answers to:

kristin.walsh@onassignment.com

All correct answers will be put into a raffle for a chance to win a \$25 gift card from On Assignment HIM!

July 2013 ?WHO KNOWS?
And the winner is...

Donna D!

Answer: Acalculia

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12. Consciously set and maintain firm boundaries between your work and personal time. Have a set stop time for your daily work (mine is 7 o'clock). Do not work on weekends. Consciously manage your boundaries and you'll have less stress and more energy and focus both to do better work and to have a personal life of higher quality. This is one of the most important and often overlooked habits in this article.
13. Be smart about the 3 fundamentals of energy. By that I mean getting enough sleep, exercising a couple of times a week and eating healthy. This may seem very obvious in theory. But in practice it makes a world of difference for your optimism, energy levels, ability to handle stress and to think clearly.

For more information, click here:

<http://www.positivityblog.com/index.php/page/2/>

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turning up the heat
on your ICD-10
implementation?

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