

SPRING 07

Finance Corner



SUNY
DOWNSTATE
Medical Center

ANOTHER EXCELLENT SERVICE AWARD FOR THE BURSAR'S OFFICE – CONGRATULATIONS!

On May 21 at the Awards Day 2007, the Class of 2007 of Downstate Medical Center College of Medicine and School of Graduate Studies presented a Special Recognition Award to the Bursar's Office for the Excellence of Service provided during the past four years. The award was presented by Mr. John Jeonhwan Chi and accepted by Ms. Margaret Brady, Cashiering Supervisor, and Ms. Hazel Williams, Cashier, on behalf of the Bursar's staff.



"With Grateful Appreciation For Your Dedication And Service To Our Students"

– The Class of 2007"



MESSAGE FROM THE SENIOR VICE PRESIDENT AND CHIEF FINANCIAL OFFICER

Downstate Medical Center is investing in the future. Advancing technology is constantly affecting our work environment and new equipment and systems are replacing many of our current tools with information almost always available whether we are at work, at home or on the road. Downstate must adapt and stay current in order to be competitive in the higher education and healthcare markets. New systems are being implemented and new staff are being recruited to enhance the process and bring in the required expertise.

In this issue of the Finance Corner, the article UPDATE ON DOWNSTATE'S INFORMATION TECHNOLOGIES reports on the progress of the Eclipsys project which will revolutionize our medical record system, the Banner system which will change the way our students complete their registration and obtain student services information, the Enterprise Resource Planning project which will automate and upgrade our administrative systems, and the Downstate Document Imaging project which will enable us to access and share information efficiently and in a secure environment.

The Office of the State Comptroller has also instituted the Travel Card and Procurement Card programs to enable us to better manage our travel arrangements and allow us to make purchases or acquire services under \$2,500 with more flexibility. In addition, Downstate's OneCard initiative will eliminate the need to carry multiple cards for various campus needs.

Downstate's webpage is undergoing a complete redesign by staff members from the Information Services and Biomedical Communications departments to ensure its compliance with the accessibility guidelines for people with disabilities. Updating of other departmental webpages is also included in the process.

I am pleased to welcome Dr. Paul Ehrlich to Downstate as our Chief Medical Informatics Officer. In this capacity, Dr. Ehrlich will be involved in the development of the clinical information systems for the clinical enterprise and provide leadership in patient care process improvement and the interpretation of data and informatics methods and techniques.

Technological enhancements will provide us with improved functionality, better control and security of our information, enhanced communication capability and more effective operations and management processes. Downstate Medical Center is committed to the future and the Finance Division is ready and able to provide leadership and support.

Frederick J. Hammond, Jr.



UPDATE ON DOWNSTATE'S INFORMATION TECHNOLOGIES

Eclipsys Update

The Eclipsys project signals the start of a joint collaboration between Downstate Medical Center's clinicians and the Department of Information Services to implement a state-of-the-art electronic medical record system. The project will be clinician driven, focusing on a design that will meet the needs of practitioners and cater specifically to our diverse patient population. A few committees will be formed to kick off the project and participating members will be drawn from all disciplines to achieve the hospital's commitment to realize our goal of interdisciplinary management of patient care. Ms. Marva Lawrence is the Project Manager and she can be reached at (718) 221-5598.

Banner

Our first on-line Banner Registration has been completed. 95% of the total number of expected continuing students made use of this system to register for the Summer 2007 courses. This sets a new record for advanced registration. The Financial Aid Office also received unprecedented numbers of financial aid requests, as compared to the same period in prior years.

Key components to the success of the system were the Banner Help Hot-Line and the availability of the Banner e-mail account throughout the three week registration period, including weekends! The service was very much appreciated by our students. The next phases in the plan are providing self-service faculty training and the implementation of the admissions module. Please call Mr. Gregory Conyers, Director of Academic Computing, at (718) 270-7416 or Ms. Sophie Christoforou, Associate Dean for Student Affairs, at (718) 270-2187 for further information.

Enterprise Resource Planning (ERP)

The Downstate Medical Center's Enterprise Resource Planning (ERP) project is underway and Lawson Software Company has been selected as our ERP provider. Currently, the New York State Office of the State Comptroller is reviewing our Lawson contract while we are forming implementation teams and training our design and planning teams.

This system will automate a majority of the center's financial and human resources functions and provide online access to users. It will reduce the labor intensive, paper based activities associated with the two aforesaid functions.

Additional information on the project can be found on Information Services' website at <http://is.downstate.edu/is/divisions/bagroup.asp>.

ISG – Information Security Group

The Downstate OneCard initiative encompasses a complete replacement of the current SUNY Downstate photo identity cards. The new card will facilitate building and room access to secured areas in addition to its e-Commerce capabilities to buy things in the cafeteria or from neighborhood merchants and to pay fees at the Bursar's Office. The new OneCard will ultimately eliminate the necessity to carry multiple cards as is currently required by many in the campus community (e.g. a separate key card for parking). OneCard will be issued in 2007 to new students, followed by existing faculty, staff, students and associates. For more information, please call Mr. Brian Gaon, Information Security Officer, at (718) 270-4454 or Dr. Matthew Avitable, Director for Scientific Computing Center, at (718) 270-7424.

Downstate Document Imaging Project

Over the year, the Information Services Department, in collaboration with Human Resources, Payroll, Procurement, Health Information Management (Medical Records) and Emergency Services, has implemented a document imaging solution system (DIMS). DIMS enables departments to scan documents and make them available for sharing (with proper authorization) throughout the campus. This process permits the end users to view documents necessary for their operational needs.

CASO, Inc. is the document imaging vendor that will provide professional advice in areas of system design, workflow analysis and business operations, and assist us with the implementation. Mr. Ernest Weber, Senior Director of UHB Systems, is available at (718) 270-3007 for additional information.

Wireless Hospital Network

The first phase of the wireless hospital network will be available on the fourth floor of the University Hospital of Brooklyn in July, 2007. This network will allow portal computer users access to hospital applications within the hospital. Additional wireless network access areas will follow.



WELCOME, DR. PAUL EHRLICH

Dr. Paul Ehrlich is our new Chief Medical Informatics Officer (CMIO). He will be involved with the planning, evaluation, design, development and implementation of clinical information systems for the clinical enterprise. Dr. Ehrlich will be responsible for the direction and leadership of patient care process improvement and the interpretation of data and informatics methods and techniques. He will educate and support physicians and other users of clinical information, and will be responsible for the implementation of our new Eclipsys CPOE/EMR.

Dr. Ehrlich is located at Room 1-27C of the Basic Sciences Building and can be reached at (718) 270-5164.

SEFA AFTERTHOUGHT –

by Patricia Williams

Over the years staff members of the Patient Financial Services Department (formerly the Patient Accounts Department) at 711 Parkside Avenue have eagerly contributed to the SEFA fundraising campaign. As the fundraiser of the department, I am very proud and happy with this year's collection. Even though we did not achieve 100% participation, we surpassed what we raised in past years.

I was especially elated when Ms. Leslie Rogowsky, Downstate's SEFA consultant, personally visited our department to express her appreciation. The feeling of accomplishment was felt by many staff members and tissues were being shared to dry a tear or two. We were so touched. The general consensus was that we were giving to worthy causes and we would continue to do so.

The feeling of accomplishment was felt by many staff members and tissues were being shared to dry a tear or two.

Many of the donors support the SEFA campaign because we all know that life is uncertain, never knowing what lies ahead or what can befall us. Also, we contribute to SEFA out of love and respect for Mr. Fred Hammond (fondly referred to as uncle Fred in our department). We admire Mr. Hammond for his enthusiasm and commitment towards the campaign.

Hopefully we will continue to recruit more donors and collect more money in future fundraising campaigns. Keep up the good work Mr. Hammond, Lawrence, and the entire Finance Division.

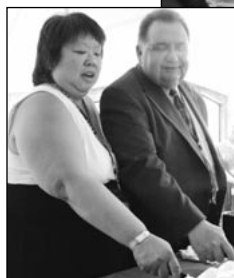
Finally I want to express my heartfelt thank you to my co-workers for their support. Let us continue to work together as we try to make life a little better for those in a less fortunate situation.

HAPPY RETIREMENT - WILLIAM F. NICHOLS

Please accept our gratitude for your devoted service at Downstate Medical Center Finance Division and our best wishes for an enjoyable retirement. Your contributions to Downstate will be remembered and many of the procedures you established over 30 years will continue to help us move the financial operation forward. Take care and be well.



With Franci Scharf and Elizabeth Blutstein



With wife Ellen Loo-Nichols



With Fred Hammond





PROCUREMENT TRAINING

The Training Team of the Contracts and Procurement Management Department is conducting on-going classes on New York State and Downstate Medical Center's procurement guidelines and regulations. Additionally, training sessions for current and prospective cardholders of the re-instated Procurement Card (P/Card) Program and the Citibank Travel Account (CTA) Program are also available.

DESCRIPTION OF CLASSES

Procurement Training

Topics will include: How to fill out a State Requisition, Office of the State Comptroller (OSC) and State University of New York (SUNY) Procurement Guidelines, Selecting the Best Procurement Method, Approval Signatures, Capital Equipment, Receiving, Property Control, etc.

Contract Training

Topics will include: How to fill out a Requisition to request for State Contracts, C-Contracts, T-Contracts, DOE Contracts, Consultant Services, Maintenance Agreements, Evaluation Methodology, Statement of Need, Scope of Work, etc. and the approval process.

Citibank Procurement Card Training

Topics will include: Cardholders' Responsibilities, Dollar Thresholds, Reconciliation, Certification, Restricted Purchases, AEPC Online Training, Citibank Online Training, etc.

Travel Training Class

Topics will include: CTA Program, State Travel Guidelines, Travel Forms, Per Diem Rates for Meal Allowance and Lodging, Overall Review of Office of General Services Travel Contract, etc.

These classes are designed to take each attendee through the complete procurement and contracting procedures. Training will also include the importance of providing appropriate descriptions of the merchandise or service, understanding the delivery timeframe, enclosing required support documentation, securing administrative or other appropriate approvals, and the clarification of rules so as to be in compliance with the procurement regulations and policies mandated by SUNY and OSC.

Scheduled classes will be posted weekly on the Downstate's Announcements Newsletter. To reserve your space or for more information, please contact Ms. Diane DeSouza, Purchasing Manager, at (718) 270-2799 or via e-mail at diane.desouza@downstate.edu.

SPECIAL CORNER

On May 1, 2007 SUNY Chancellor John R. Ryan made a statement to the Senate Standing Committee on Higher Education at the Public Hearing on "Security Procedures and Campus Policies Designed to Provide a Safe Environment for Students and College Personnel." In his testimony, in light of the tragedy at Virginia Tech., Chancellor Ryan shared his thoughts on protecting the health and safety of the students, faculty, and staff within the State University of New York.

"In examining campus safety, there are three areas of immediate concern: mental health resources, communication strategies, and emergency response and critical incident management," Chancellor Ryan said.

Depending on the recommendations of the SUNY University-wide Critical Incident Task Force, the Finance Division will work with the University Police and senior management to ensure that Downstate Medical Center provides a safe environment for our students, faculty, staff and patients.

Full text can be accessed via the following URL on the SUNY Website:

<http://www.suny.edu/sunynews/News.cfm?filename=FINALJRRTestimony-LaValleHearingCampusSafety.htm>

Budget Update - The internal budget process for the 2007/2008 budget cycle is completed. All budgets have been submitted and the budget hearings before Downstate's executive leadership have been conducted. Many new requests, together with their supporting justifications in compliance with strategic initiatives, have been presented for consideration to vie for the limited increased resources available. The total budget request is \$581 million, as compared to the \$530 million for the 2006/2007 fiscal year. Requests for increased State funding totaled to \$9.3 million, which will need to be pared back by executive leadership to under \$1.0 million.

Windows VISTA Roll Out Plan – VISTA is a new Windows operating system from Microsoft and at the present time Downstate does not support this system. The Information Services Department (IS) is in the process of evaluating the system and testing all applications to ensure full compatibility. Please visit <http://is.downstate.edu/> for a list of the systems and applications supported by Downstate. The campus community is advised not to purchase any computers with Microsoft VISTA operating system until IS is confident that VISTA is fully compatible with our environment. For questions or information, please call our HelpDesk at (718) 270-HELP.

Sexual Harassment Prevention Training for Finance Staff Members - The Finance Division, in collaboration with Human Resource's Office of Workforce Training and Development (OWTD) and in conjunction with the Office of Opportunity and Diversity/Affirmative Action, is presenting a series of mandatory two-hour sexual harassment prevention training entitled "Respect in the Workplace" for all employees of the Finance Division. This training will help Finance staff members to acquaint themselves with the importance of SUNY and Downstate's policies and procedures on the subject as well as the techniques for dealing with related issues that may arise.

ANNOUNCEMENTS

Finance Division welcomes the following new members –

Marva Lawrence (x 5598)

Assoc. Director for SUNY Healthbridge CPOE Implementation, Information Services.

Walter McSweeney (x 8272)

Information Security Engineer.

Joanne Fraser (x1132)

Administrative Assistant, Contracts and Procurement Management.

Michelle Daniels-Devore (x 5598)

Associate Director, Computing Services.

Danielle Kuenstler (x 8271)

Clinical Analyst for Lawson, Information Services.

ANNOUNCEMENTS *(continued)*

Congratulations to Joseph Viau – who was chosen as the Employee of the Month for March, 2007, by the University Hospital of Brooklyn Service Excellence Team. Mr. Viau is a Financial Analyst in the Hospital Business Office.

Congratulations to Lawrence Lam – for receiving the 2007 SEFA Star award. The award was presented to Mr. Lam by President John LaRosa on March 29, 2007 at the SEFA Victory Luncheon Celebration.

Congratulations on your retirement – Mr. Les Latish of the Medicaid Expeditors Office retired in March, 2007 after 27 years at Downstate Medical Center. Best wishes for Mr. Latish for an enjoyable retirement.

Good luck, Edith Johnson – Ms. Johnson, former assistant to the Assistant Vice President for Hospital Finance Gerry Dantis, moved to Florida in May, 2007. All the best to you, Edie.

With Deepest Sympathy to the family of Ms. Florette Ross – Florette, a valuable member of the Department of Patients Accounts, passed away on March 5, 2007.

Make the team – join the production team of this newsletter. Call Lawrence at x3176.

Any suggestions, ideas, requests, announcements, etc., please write to us at Box 65 or contact us by email at finance@downstate.edu

BIRTHDAYS

Charles Conway	Apr. 1	Veronica DeGroot	May 9
Hazel Williams	Apr. 4	Frederick Hammond	May 18
Bert Robles	Apr. 6	Tamara Cooke	May 27
Jackie Hosang	Apr. 7	Vadim Barbarovich	May 31
Philip Sills	Apr. 26	Paul Davis	Jun. 14
Tracy Coar	Apr. 28	Yolanda Moore-Rosario	Jun. 16
Maria Martell	May 1	Jameliah Jones	Jun. 21
Mary Ann Kelly	May 3	Helen Dunn	Jun. 22
Joseph Menuau	May 6	June Nazaire	Jun. 23

WEDDING ANNIVERSARIES

Jameliah Jones June 23
(17 years)

MILESTONE

Jameliah Jones (20 years)

(Editor's Note: This list may not be complete. We can only print what is submitted.)

FINANCE DIVISION

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