

March 21, 2005



INDIANA UNIVERSITY SCHOOL OF MEDICINE

ENT News

Welcome . . .

Dr. James Spoden—Otolaryngology-Head & Neck Physician

Sarah Middleton—AOC Administrative Secretary

Kathleen Corbin—Audiologist

Emily Raider—Insurance Specialist

Elad Sagi—Post Doctoral Fellow

Meredith Newman—Research Assistant

Elicia Roos—Research Assistant

Cindy Wagner—LPN at Wishard

Gloria Nelson—AOC Medical Assistant

Lanita Ivy—AOC Registration Specialist



Upcoming Events Mark Your Calendars!



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- Departmental Meeting for billing, nurses, secretaries, & OSR's—April 7, RR 134, 12:30, lunch, 1:00 meeting
 - Race for the Cure—April 16, 2005-contact Becky Wiley at 278-1259 for an entry form to join the “Mighty Otos” team!
 - Manion-Lingeman Lecture and Research Seminar—Friday, May 27, 2005
 - Anatomy Course—July 11-20, 2005

Milestones in the Department of Otolaryngology

2004

Marcia Harmon—25 years

Debbie Iaria—20 years

Becky Wiley—5 years

Heidi Neuburger—5 years

2005—1st

Quarter

Rose Mayer—10 years

Irita Austin—5 years



Mike's Car Wash Coupons

In the month of March, the Make-A-Wish Foundation of Indiana will be selling Mike's Express Carwash coupons **with no expiration date**.

They will be selling Express Wash Coupons which are \$7 each, with Make-A-Wish receiving \$3.50 each. In addition, they will also be selling a limited quantity of The Works Coupons for \$13 each, with Make-A-Wish receiving \$6.50 each. Money for the coupons is due no later than March 30th.

Please contact Becky Wiley at 8-1259 or stop by the Administrative Office to order coupons.



In May, 2004, our department hosted the VIII International Cochlear Implant Conference in Indianapolis, which attracted over 800 researchers, surgeons and clinicians from around the world. Dr. Miyamoto chaired the organizing committee with the help of Co-Chairs, Karen Kirk and Mario Svirsky. Steve Chin, Heidi Neuburger and DeVault Lab personnel also put forth a great amount of effort in making this conference a success.

If you are interested, stop by the Administrative Office to check out the recently published conference proceedings edited by Dr. Miyamoto, entitled *Cochlear Implants: Proceedings of the VIII Cochlear Implant Conference*.

HIPAA Security Update

April 20, 2005 is the deadline for compliance with the HIPAA Security Rule, and we are please to report that almost all employees have either completed their mandatory training or are registered to attend a session prior to the deadline!



The intent of the Security Rule is to ensure the confidentiality, integrity, and availability of Electronic Protected Health Information (EPHI). In other words, to ensure that patient information and other critical health information is secure and is not accessed or altered by unauthorized parties.

protection of patient information, those employees on the Office of Technology server, should only save EPHI to the server ("O" or "P" drives) Devault Lab users should save to the "M" drive. **Never save EPHI to your hard drive ("C" drive).**

Clarian utilizes encryption software, so while it is safe to transmit EPHI via Clarian Outlook, please continue to use discretion and only send the minimally necessary information via e-mail.

Transmission of EPHI via E-Mail

If you use IU Outlook, please refrain from using email to transmit EPHI.

The University is currently exploring e-mail encryption options for the School of Medicine and all departments, and we should be able to allow electronic transmission of EPHI soon. To further ensure the

Keep this list to refer to when you have questions regarding HIPAA.

Department of Otolaryngology—Head and Neck Surgery HIPAA Contacts

IU

Marcia Gonzales, IUSM Compliance Officer and Privacy Officer: 8-4891

Sarah Maxwell (Security, Administrative): 8-1260

Eric W. Schmidt, Office of Technology (Security, Technical): 8-8751

Randy Richter (Research/DeVault Lab): 4-0895

Linette Staley (Human Subjects Research Compliance: 4-4913)

Rose Mayer (Privacy Issues): 630-8970

Clarian

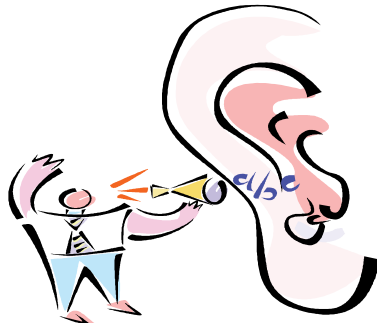
Gary Kreigh, Audit and Compliance Services: 962-6057

Allan Diefendorf (Administrative): 630-8979

Wishard

Kyle Gustin, Wishard HIPAA Privacy Officer: 287-3171

Lisa Nickol (Administrative): 630-8952



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Departmental Meeting

Thursday, April 7—12:30

Riley Research Conference Room

Lunch provided!

**INDIANA UNIVERSITY SCHOOL OF
MEDICINE**

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This is the first edition of the Department of Otolaryngology quarterly newsletter. My hope is that it will keep us all informed of all the exciting things going on in our department. I would like to hear from every facet of our department about updates, publications, reminders, new research, etc. Please submit your contributions to Jane Adamson, RR 132 or email me at: jaadamso@iupui.edu.



Keep the Administrative Office informed of new addresses and phone numbers. We incorporate these into a database that is used for departmental mailings.

Visit our website:
www.iupui.edu/~iuoto
