

## K-Net Ownership

January 2019

Section/Document	Content Owner/source*	Who Posts
<b>About Us</b>		
Committee Minutes	Operations Committee: Mary McHugh Products Committee: Chris Matala Safety Committee: Donna Ballard	Catherine Benn
Internal Newsletters	Public Relations	Public Relations
Employee Survey Results	HR - Bob Peck	HR - Bob Peck
Strategic Plan	Office of the CEO	Public Relations
FY18 information services projects	IT - Annie Jamieson	Public Relations
<b>Emergency</b>		
Dialysis Center Quick Information	Randy Thompson	Public Relations
Dialysis Session Paper Charting	Elsa Spicochi	Elsa Spicochi
Emergency Employee Texting Consent Form	HR: Bob Peck	HR
Emergency Phone Numbers	Catherine Benn	Catherine Benn
Facility Checklists	Randy Thompson	Public Relations
<b>Open Shifts</b>		
Shift updates	Cindy Black	Cindy Black
Logo/design updates	IT	IT
<b>People</b>		
Staff	Active Directory	Helpline
New Staff (within past 6 weeks)	Active Directory	Automatically populates based on information provided by HR in Staff
Interdisciplinary Teams	Cheryl Lake and Active Directory	Cheryl Lake updates MDs; Helpline updates Active Directory
Medical Staff	Cheryl Lake	Cheryl Lake
Dietitians	Katy Wilkens	Public Relations or Helpline when requested
Social Workers	Celia Brown	Public Relations or Helpline when requested
Kidney Research Institute staff	Denise Cobb/Mary McHugh	Denise Cobb
Organization Charts	Office of the CEO	Public Relations

Medical Staff List Reports	IT - Helpline	Automatically populates based on information provided by Cheryl Lake in Medical Staff
<b>Places</b>		
Locations	managers	PR or Helpline when requested
Departments/Units	managers	PR or Helpline when requested
<b>Employee Benefits</b>		
All content	HR - Bob Peck	HR
<b>Clinical</b>		
Home Patient Management Portal	Home programs: Jayson Hood	IT - Helpline
PACLAB Follow Up Request	IT - Helpline	N/A -- request form
POC Schedules	Cheryl Lake	Cheryl Lake
Forms/Consents, Patient Admission Forms: Consent for Treatment, Patient Finance Packet, Patient Responsibilities, and Patient Rights	CKD: Laura Brock	CKD: Laura Brock
Forms/Consents, Clinical Forms: PacLab Patient Labels Request	Tosha Whitley	Tosha Whitley
Forms/Consents, Clinical Forms: For STAFF Exposure Only - HIV Antibodies Test Consent, For STAFF/Volunteer - TB Screening Consent, Tuberculosis Screening	Donna Ballard	Public Relations
Forms/Consents, Clinical Forms: Order Q Cards	Connie Anderson checking on this	TBD
Clinical, Forms/Consents, Clinical Forms: Transplant Status Change Request - Fax to MD, Transplant Surveillance Guidelines	Education Dept	Lisa Lerquin-Hallett
Forms/Consents, Patient Forms - Other: Consent for Hemodialfiltration	CKD: Laura Brock	CKD: Laura Brock
Patient Education, Patient Education Materials	CKD: Laura Brock	CKD: Laura Brock
Patient Education, Drawings	Elsa Spicochi	Elsa Spicochi
Patient Education, Wong-Baker Pain Scale	Elsa Spicochi	Elsa Spicochi
EPO Calculator	Elsa Spicochi	Elsa Spicochi
Quality Improvement, all content other than Facility Quality Reports	Donna Ballard	Donna Ballard

Quality Improvement, Facility Quality Reports	Donna Ballard	Catherine Benn
Referral Forms/Initial Orders	Elsa Spicochi	Elsa Spicochi
Standing Orders	Elsa Spicochi	Elsa Spicochi
Worksheets	Elsa Spicochi	Elsa Spicochi
Home Patient Referral--test	Home programs: Jayson Hood	IT - Helpline
Ascend Standard Work Processes	Lab Team	Lisa Leurquin-Hallett and Ray Robles
Standard Work - Ascend Lab	Lab Team	Lisa Leurquin-Hallett and Ray Robles
<b>Employee Education</b>		
All-Staff Training	HR	HR
Contact Hours	Education Dept	Lisa Leurquin-Hallett and Ray Robles
Go Back to School, Tuition Reimbursement Program	HR	HR
Go Back to School, Employee Scholarship Application	Development: Jane Pryor	Public Relations
National Tech Certification	HR	HR
Training/Travel Policies and Forms	HR	HR
Informational Packets and Presentations (Not for Contact Hours), Learning Packets	Education Dept	Lisa Leurquin-Hallett and Ray Robles
Informational Packets and Presentations related to clinical staff	Education Dept	Lisa Leurquin-Hallett and Ray Robles
Hospital Services Education	Hospital Services	April Kimmerle
CEARP - Now OCEAN	Education Dept	Lisa Leurquin-Hallett and Ray Robles
<b>Jobs</b>		
All content	HR: Bob Peck	HR
<b>Work Orders</b>		
Plant Operations Request	IT - Helpline	IT
Technical Services Request	IT - Helpline	IT
Water Treatment Request	IT - Helpline	IT
FSS On-Call Schedule	Tammy Heck	Tammy Heck
<b>Employee Tools</b>		
Holidays and Time Off	HR: Bob Peck	HR
Tools for Managers	HR: Bob Peck	HR
Check Request Form	Accounting: Pam Rhoten	Public Relations

Donate to Northwest Kidney Centers	Dan O'Connor	Public Relations
Expense Report Form	Accounting: Pam Rhoten	Public Relations
Get a Patient/Staff Member's Consent for Media Use	Public Relations/Austin Ross	Public Relations
PowerPoint Template	Public Relations	Public Relations
Training and Travel Policies and Forms	HR: Bob Peck	HR
Info for New Staff, Direct Deposit Form	Accounting: Pam Rhoten	Public Relations
Information for New Staff: Emergency Employee Texting Consent Form and Parking Permit Registration Form	HR: Bob Peck	HR
Get Screened for Tuberculosis	Donna Ballard	Public Relations
Order Work Supplies: Business Card Order Form, Name Tag Order Form and Ordering Branded Materials	Public Relations	Public Relations
Order Work Supplies: Capital Purchase Request Form	Carrie McCabe	Catherine Benn
Voltage email - receiving a message	IT - Helpline	IT - Helpline
Voltage email procedures	IT - Helpline	IT - Helpline

<b>Compliance</b>		
Compliance at Northwest Kidney Centers	Alan Brandon	Alan Brandon
Compliance training resources	Alan Brandon	Alan Brandon
HIPAA Privacy & Security	Alan Brandon	Alan Brandon
Medicaid Information	Alan Brandon	Alan Brandon
Medicare Learning Network	Alan Brandon	Alan Brandon
Compliance Reporting Hotlien poster	Alan Brandon	Alan Brandon
compliance 101	Alan Brandon	Alan Brandon
Medicare Beneficiary Rights	Alan Brandon	Alan Brandon
Fraud and Abuse	Alan Brandon	Alan Brandon

\*When IT is listed as the Content Owner, this implies that IT can edit the item. This mainly applies to NKC requests/applications.