**BFB Bulletin**

*March 2008*

**INTRODUCING ... the BFB’s new Web Page!**

In response to your requests, HR has created a web page specifically for resources, education and communication regarding blue folders. Everything you need to create, update and maintain your blue folders will be found in one, convenient location.

*We expect the site to be up in late April. We're looking for members willing to help us test the new site. If you are interested, let us know at BFBRIGADE@med.umich.edu.*

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**Regular Meetings of the BFB**

Your attendance at the bi-monthly meetings of the Blue Folder Brigade will give you an edge on the latest tools, any changes, and opportunities to gain tips from your colleagues. The next meetings are April 29, 10am in MCHC and April 30, 2pm in A & B at NCAC. The calendar will follow soon.

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**We Need Names**

Have you sent us your supervisor’s contact information? We have nearly completed our contact list of all BFB members, but we are still missing the supervisor information from many of you. We’re communicating to managers the increasing importance of blue folders and the need for their support of BFB events. Please review the attached list; if the information is missing, please send your supervisor’s name, uniquename and phone number to: BFBRIGADE@med.umich.edu.

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**TJC Report is Here!**

The Joint Commission report has been returned to us. While the visit brought forth a number of issues to be addressed through the BFB, the report held no supplementals regarding blue folders or any other HR standard.

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**Got Tips?**

Are you a blue folder expert? Have you found shortcuts, tricks, or other ways to make maintaining your folders easier or more accurate? Share your best practices with the Brigade! Contact BFBRIGADE@med.umich.edu.

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**Self Audits Coming Soon**

**Why are we doing self audits?** We are moving the audit process toward one that more closely mimics a visit from the Joint Commission. To do that, we are having those who would be responsible for providing blue folder documents during a TJC visit perform the audit.

**How do I perform a self audit?** We will hold training sessions about how to audit folders and have also created a number of resources to help you perform your audits, including step-by-step directions. All of these items will be available to you on the web site. If you request it, a HR staff member can assist you with your first self audit.

**When will I perform the self audit?** After the audit training sessions are held, HR will send a list of employees whose folders you will audit. Because many of you will also be impacted by the MPathwayas upgrade, the training dates will be scheduled around it.

**How do I submit the results of my audit?** HR has developed an automated reporting tool that you will use to enter the audit results. This spreadsheet will be posted on the BFB web site for you to access when your audit is completed. This tool will be included as part of the training sessions.

**What will be done with the results of my audit?** Audit results show us where to focus our efforts and are used to report compliance figures to senior leadership.

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**CONTACT US:**

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