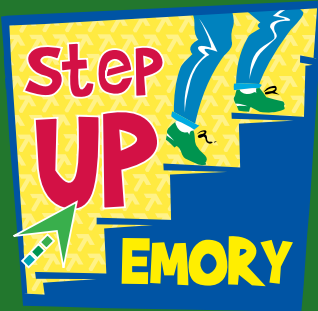


# NEWS YOU CAN USE



Coming soon...

“Step Up Emory!”

Providing you with information, tools, activities and resources to help you take control of your health.

“Your health is the most important thing you have.”

Dr. Michael M.E. Johns, executive vice president, health affairs and CEO, Woodruff Health Sciences Center

## Your Health – Our Resources

In today’s busy world it is often hard to stay on top of your health — rather it is eating right, getting enough exercise, knowing the right questions to ask your doctor, etc. At Emory, we realize that our employees may sometimes need guidance on staying healthy so we have created several health and wellness programs through the Faculty Staff Assistance Program (more fondly known as FSAP) to provide you with resources while at work.

You can take steps to a healthier you by visiting one of the two automatic blood pressure kiosks that FSAP recently installed. The kiosks are easy to use, and there is no cost to use the machine.

### Blood Pressure Kiosk Locations:

- Campus Services Employee Break Room
- Human Resources Break Room, 1762 Clifton Road

(Interesting Fact: The kiosks, which have been in place since September 2006, were installed so that faculty and staff can check and monitor their blood pressure in the work place. To date, the kiosks have been used to check over 5,000 blood pressures.)

Additionally, FSAP provides manual blood pressure screenings through out the Emory University community where you can have your pressure checked and discuss the results with a FSAP staff member. The team can provide answers about heart disease, medication questions, lifestyle changes, exercise, nutrition and referral information.

### Upcoming blood pressure screenings:

March 5	Rollins School of Public Health- Rita Anne Rollins Room	1–2:30 p.m.
March 6	The Carter Center- Executive Dining Room	11 a.m.–Noon
March 7	Carter Center-Kirbo Building	Noon–2 p.m.
March 12	Yerkes Main Station- Bourne Seminar Room	11 a.m.–12:30 p.m.
March 19	Grady FOB-Class Room 103	11 a.m.–12:30 p.m.
March 20	Nell Hodgson Woodruff School of Nursing- Auditorium Lobby	11 a.m.–12:30 p.m.

For more information about locations and times of the campus blood pressure screening clinics, please contact the FSAP at 404-727-WELL, or visit [www.emory.edu/fsap](http://www.emory.edu/fsap).

## Rooms for Nursing Mothers

BY ALI CROWN, director of the Center for Women at Emory

Women at Emory have joined the increasing number of women everywhere who are continuing to breast-feed after returning to work or school.

With 11 private lactation spaces around campus — and more to come — and an abundance of information available to the Emory community, it’s no surprise that Emory has established itself as a breast feeding-friendly environment in a relatively short period of time.



### CAMPUS LACTATION ROOMS

Locations	Contact Person	Phone
Center for Women, Cox Hall	Roslyn Sledge	404-727-2031
Miller-Ward Alumni House	Missy Rodil	404-712-8995
Rollins School of Public Health	Vanda Hudson	404-712-8378
Whitehead Biomedical Research Building	Jan Hawes	404-727-5653
Woodruff Library, Schatten Gallery	Joyce Piatt	404-727-0134
Yerkes Primate Research Center	Lisa Newbern	404-727-7709
Briarcliff Campus	Lisa Newbern	404-727-7709
Campus Services	Lindsay Cross	404-712-8947
Goizueta Business School	Joanna Green	404-727-3556
Pediatrics Building	Wilma Scales	404-727-4519
School of Law	Veronica Wright	404-727-6856

“Human milk is uniquely superior for infant feeding; all substitute feeding options differ markedly from it.”

For more information, call Lisa Newbern, PCSW Lactation Project Leader, at 404-727-7709, or visit [www.pcsw.emory.edu](http://www.pcsw.emory.edu).

## Spring Campus Forums

Please join President Jim Wagner and Executive Vice President of Finance and Administration Mike Mandl to discuss what it means to live and work as part of a community built on integrity — with all of the related joys and responsibilities.

**Thursday, March 22** 11:30 a.m. to 12:30 p.m.  
Campus Services Training Room, Building B

**Wednesday, April 4** 8 to 9 a.m.  
Tarbutton Theater, Oxford College

Wagner and Mandl hope you will attend at least one of these gatherings to share your ideas and questions. Light refreshments will be available.



James Wagner  
President



Mike Mandl  
Executive Vice President of  
Finance and Administration



## Tips & Facts

Staples Business Advantage is honored to be Emory's office supply partner. The following helpful program information is specific to your contract. Please keep it handy to make ordering from Staples fast and easy.

### Your Staples Team

The Staples Customer Care team is dedicated to servicing the customers of Emory and the procurement program. If you need further assistance there is a Staples account management team at your disposal. The Staples team responsible for the Emory program is:

<b>Bill Wadsworth</b> 404-727-1357 Account Manager bill.wadsworth@staples.com	<b>Shelia Harmon</b> 404-727-1323 Service Consultant shelia.harmon@staples.com
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### Staples Service

The Staples Customer Service team is dedicated to servicing Emory customers. They can help you with questions on your order status, delivery information, stock, returns and credit information. Staples Business Advantage proudly offers a no-hassle return policy within 30 days of receipt. For assistance please contact customer care:

Phone	1-800-373-1929
Fax	1-800-264-2614
E-mail	hwhite@staples.com

### E-Express Service

Emory's end users can place orders via E-Express — the Emory internet ordering application. For questions regarding E-Express, call Procurement and Payment Services Customer Service Call Center at 404-727-5400.

### Placing Orders

When ordering via E-Express, please make certain to supply detailed shipping information: department, floor and room. Including this information will speed up your delivery. We ask that you place your order by 3 p.m. so that we may ship it out to you for next day delivery.

### Product Questions

Contact your Staples High Touch team at 1-800-373-1929 for all of your product questions and research requests.

## New Marketplace Purchasing Tool

Emory Express is the new marketplace purchasing tool for the online creation and submission of requisitions.



### What does this mean to you?

Since your order is submitted electronically, suppliers are able to process and ship orders faster and reduce the likelihood of manual errors, resulting in enhanced supplier performance.

**Note:** Any faculty or staff member who has received training can use Emory Express. Those who have not yet received training should continue to use EPIC and other existing procurement tools.

For information on Emory Express, training dates or FAQs, visit [www.finance.emory.edu/procurement/express.cfm](http://www.finance.emory.edu/procurement/express.cfm) or e-mail [e-market@emory.edu](mailto:e-market@emory.edu).

## Tell Us. It Matters.

**Emory Trust Line** — *Your confidential channel to report fraud, misconduct and financial or policy violations.*

Are you aware of any situation that violates Emory's commitment to the highest moral, legal and ethical standards in financial integrity or corporate governance?

The Emory Trust Line, 1-888-550-8850, is designed to give you an avenue for reporting serious concerns and violations to Emory's management in a confidential manner without fear of reprisal.

Administered through an independent company, the Emory Trust Line, which is toll-free and available 24 hours a day, is a telephone resource that allows all Emory University and Emory Healthcare faculty and staff to report their workplace concerns.

Call the Emory Trust Line to report any questionable accounting matters, internal accounting controls or auditing matters that result in:

- Conflict of interest
- Financial or policy violations
- Fraud
- Billing or research misconduct
- Embezzlement
- Theft
- Research policies and/or HIPAA non-compliance

### Anonymous Reporting:

Q: How do I report an issue without giving my name?

A: Call the Emory Trust Line.

### Non-anonymous Reporting:

Q: How do I report an issue directly to Emory?

A: Talk with your manager or any senior administrator or call the Emory Internal Audit Division or the Emory Healthcare Compliance Office as appropriate.

### Emory Internal Audit Division

1762 Clifton Road NE, Suite 307  
Atlanta, GA 30322  
Phone: 404-727-6146

### Emory Healthcare Compliance Office

101 West Ponce de Leon Avenue, Suite 610  
Decatur, GA 30030  
Phone: 404-778-2757

**Emory Trust Line**  
**1-888-550-8850**

