

CONNECTIONS

Missouri Health Care Executive Assistants' Newsletter



LETTER FROM THE PRESIDENT: *Linda Evans*

Connecting Missouri Health Care Executive Assistants



Dear MHCEA Members:

I would like to begin by thanking you for the opportunity to serve as your president for the coming year. I am honored, humbled and excited.

A little bit about myself. I have been with Mercy Health Springfield Communities for 45 years. I currently support the vice president of Mercy Technology Services. I have been an MHCEA member for the past 16 years.

I have two wonderful sons: Kyle Evans (40 years old) and Tyler Evans (34 years old). My mother lived with me for a year and four months before she went to be with the Lord on December 4, 2023. It was a blessing to be able to take care of my mother. I am blessed with taking care of her two dogs, Reno (Cairn Terrier) and Rudy (Yorkie) — they have a sweetness about them.

In attending many MHCEA conferences, I can honestly say my knowledge has increased, and I have acquired new tools that made my job easier and helped me perform at a more proficient level. This growth is what inspired me to keep coming to the conferences year after year. The networking is fun and necessary, but growth in knowledge and skills is what keeps one sharp in their job.

In closing, I want to encourage you to learn new things, stay fresh with technology changes and consider getting more involved by volunteering to serve on an MHCEA committee. New volunteers bring fresh ideas, and that is what we count on to keep this organization moving forward and continually improving.

Thank you for growing with me this next year!

Linda Evans

MHCEA President

Autumn, the season that teaches us that change can be beautiful.

FatGalah.com



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ASSOCIATION

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To read your newsletter online, go to MHCEA.COM

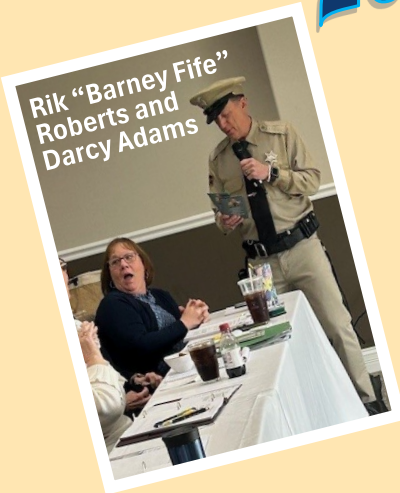


Hello fellow MHCEA members!

Thank you to everyone for giving me the opportunity to be your 2023-2024 MHCEA President! What an honor and privilege it was to serve you! WOW, what a GREAT 2024 MHCEA conference in April! I enjoyed seeing everyone and meeting new members. The conference was a great opportunity to learn, grow your career and develop new professional relationships! Don't forget to take time to reach out to your fellow MHCEA members and reconnect at a meeting or through an email. It is important that we stay connected and utilize each other in the health care world. Also, I want to encourage you to connect on our Facebook page and MHCEA website. One last challenge — I want you to take care of yourself and your mental health. Do one thing this month that brings a smile and joy to you! You can post on our MHCEA Facebook page what that one thing was for you. Again, thank you for letting me serve you as your president.

Your Past MHCEA President,
Jennifer Street

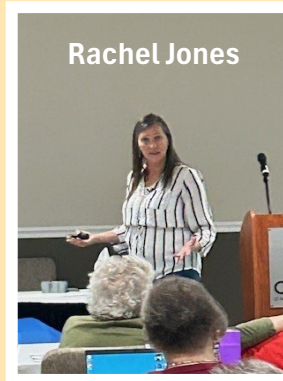
2024 MHCEA PHOTOS



Rik "Barney Fife" Roberts and Darcy Adams



Lisa Featherston, Louise Hayden, Rhonda Dixon



Rachel Jones



District 6



New Members



Jon Doolittle and Jennifer Street

Save the Date

2025 MHCEA Conference — April 24-25 at Camden on the Lake

DISTRICT UPDATES

1

District 1 met on July 26, where they discussed plans for the coming year, including a fall meeting date and location, recruitment of new members, educational topics to pursue/recommend and the 2024 annual conference.

3

District 3 will have a fall meeting at Hannibal Regional Hospital on October 25. Plans are underway to tour various parts of the hospital and anticipate guest speakers. A Save the Date has been sent.

4

District 4 had a call on October 2. The two recent Excel webinars were discussed and were very informative. Six new members have joined District 4 since the conference in April. It is always good to catch up with fellow MHCEA members and everyone is looking forward to the 2025 MHCEA conference.

5

District 5 is sharing virtual introductions via email on a monthly basis, and sharing the value we have found in the MHCEA classes and the annual conference.

6

District 6 members frequently share information and communicate through email and text exchange. The group has become close knit over the years and is very supportive of one another. Future plans include scheduling a virtual meeting this fall.



ATTENTION DISTRICT CHAIRS: Don't forget to send your district updates to Karen Hiller for inclusion in the next newsletter!

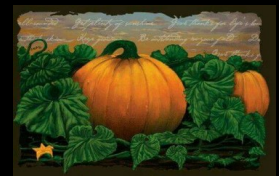
REAL OR FAKE?

Can you tell which of these words and their definitions are real and which ones are fake?

1. Blype — the skin that peels off after a sunburn. Real or Fake?
2. Woot — an exclamation of joy or excitement. Real or Fake?
3. Futtock — an upright curved timber forming the ribs of a wooden ship. Real or Fake?
4. Slickery — wet and icy. Real or Fake?
5. Orrery — a bird sanctuary. Real or Fake?
6. Baffy — a golf club with a wooden head and backward slanting face.

Answers: 1R 2F 3R 4F 5F 6R

Advice from
a **Pumpkin**



Be well-rounded
Get plenty of sunshine
Give thanks for life's bounty
Have a thick skin
Keep growing
Be outstanding in your field
Think BIG!

 Ilan Shamir 

TIPS YOU CAN USE

FOUR STEPS TO BEING A TEAM PLAYER

The Alberta Learning Information Service, a function of the Canadian government, offers these four pointers on how to be a team player:

1. Don't utter the phrase, "That's not in my job description." Work on the task that needs to be done.
2. If you're asked to help a co-worker on a project, jump at the chance. You'll learn something new and gain a reputation as a helpful employee.
3. Be willing to share information.
4. Support and encourage your co-workers.

Development Tips

COLOR YOUR WORKSPACE



Too many offices and cubicles come in gray or other neutral colors and that may hinder workers' productivity. Designer Genevieve Gorder suggests adding color just by tacking up a few yards of fabric to your cubicle wall. She especially recommends green because it's a soothing color that connotes growth and responsiveness.

FREE Resources

Check out the ASAP Podcasts.

[The Admin Edge Podcasts](#)

What do you use to mend a jack-o-lantern?



A pumpkin patch

Set your work hours and location in Outlook

Tired of changing your work location in Teams every day? Want people to see if you are remote or in office? Set your schedule with location in the online Outlook.

Simply go to SharePoint, click the Waffle and select Outlook. From there you will do the following:

[Set work hours and location from Settings](#)

Look familiar? If not, check out the [MHCEA website](#) to become more familiar with the board, committees, members new and old, and so much more, including lots of photos. Thanks to Jennifer Street, Co-Chair of the Communications Committee and Website Coordinator, for the great job she does keeping the website up to date and useful!