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Desk Organization

Your mother probably bugged you all of the time to clean your room. Maybe your teachers also hounded you to keep your school workspace clean and tidy.

Although they probably were not thinking about your effectiveness in that space, the net result IS that you do work better in a clean and un-cluttered environment.

If you are at your desk and working on a project, yet you have to push around piles of papers to clear a space to work, how does that make you feel? When that happens to me, I feel over loaded. Even if I am on top of things...the mere presence of piles of other items on my desk make me feel like I am "behind the 8 ball".

But how do you keep your desk workspace clean when you have so many projects going at one time? It's easy. But it does take some discipline. And organization. Here is a method that I devised many years ago that works great. All you need is a file drawer, hanging folders and a small erasable board.

In your drawer, create a series of sequentially numbered hanging files. Typically this is about 10, but you can have a few more if you are balancing a lot of projects. On the erasable board, create one line for each numbered folder.

For each project, put ALL of the materials in one of the numbered hanging files. On the erasable board, list a short name of the project on the board by number.

Doing this allows you to keep everything for a project in one place. You keep your desk cleared by keeping active items in the drawer. It also helps you from missing a project because they are all listed on the erasable board. Update it regularly.



This issue

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Make me LAUGH! **P.3**

4path, Dedicated to Your Success

Efficiency is Time. Time is money.

Want more?

Sure. Learn from the best. I recently ran across a wealth of tips on how really successful people, like Oprah, get more done than us mere mortals. It's really a great read (Fast Company, Nov. 2015), but if you can't get your hands on that issue, here are some of the tips that I learned, as well as others.

1. **Make sure that you have had enough sleep.**

It seems like everyone thinks that spending more time awake doing things is more productive. It's not. Yes, you spend more time doing things, but maybe it's not your best that you can do during that time because your brain isn't functioning optimally.

2. **Do the right things FIRST, then concentrate on doing things right.**

It doesn't make any sense if you spend time and effort on things that just simply don't contribute to your success. It's all about picking the right things that you need to concentrate on. The items that will allow you the maximum ROI (return on investment) of your time.

3. Following up on #2, it's important to **surround yourself with great people.**

If you find that you are spending time managing those around you...then you haven't picked the best team. Your team should support YOUR goals and objectives, not the other way around. Yes, you support them in many ways and treat them well, but remember...you hired them to support your goals and objectives. That's what they need to be doing.

4. Based on the objectives in #3, always keep in mind when you are looking to hire

someone. Are you **hiring them to succeed** or to pull you down and fail. By keeping that simple thought process, you should be able to make better hiring choices.

5. **Delegate. Delegate. Delegate.** There are things that need to get done but don't justify your time, because they are low ROI for you. That's what your team is for. What may be a low ROI for your time and effort may be a high ROI for one of your team members. Give them the ability to work autonomously, but then ensure that they are accountable for their work; the time used and the choices they make.

6. **Be more pro-active** than re-active. By anticipating problems in the future, it's often easier to prepare for them and potentially eliminate them (or reduce their severity). Not only can this improve productivity, it can help reduce risk...which in this day and age is an important function in your business.

7. **Take control of your e-mail.** Schedule when you check it, usually twice a day. Before lunch and at the end of the day are commonly used times. By jumping into e-mail immediately in the morning allows other people to set your daily agenda.

8. **Use block time.** To get things done, set aside a block of time that is dedicated to the project...and ONLY do that during that time. Set a goal to get the task done during that time. You will be surprised what you can do!

Quick Look Inside!

• Are you a desk slob?

Learn a simple organizational trick to help you clear off your desk.

• Are you efficient?

Learn some tips from Oprah on how to get more done in a day.

• The micro-biome

Do you have any idea what this is? If not, read the article inside!

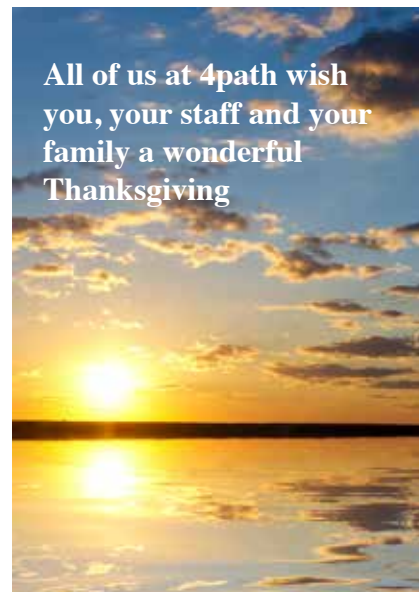
• Obamacare related malpractice risks

Yes, there are hidden risks of Obamacare for physicians. Learn what they are to reduce their impact on your practice.

• Yuk it up!

Check out a couple of these fun web sites that we enjoy. We think you will enjoy them too.

All of us at 4path wish you, your staff and your family a wonderful Thanksgiving



Please feel free to share this newsletter with your peers...or send them to our website www.4path.com and sign up for their own copy! We welcome individuals from all specialties and locations!

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Simple things to help you

Year End Tax Plans?

It's getting to the end of the year and there still is a little time left to do some year end planning. These are TIPS, and should be reviewed with your qualified tax advisor. Don't use these tips without their advice. We are NOT responsible for you use these items! (Yep...we have to protect ourselves...)

1. Look at the "standard" deductions that are available. If you are close to those amounts, you may consider "bunching" deductions such as contributions and property taxes into every other year, to get over the standard amount...at least every other year. Also consider AMT impacts on this strategy.
2. Does it look like you will owe taxes in 2015? Consider increasing your withholding for the rest of this year to reduce "sticker shock" on your taxes.
3. Look at your securities portfolio. Are there any losers that you can sell to lock in losses? That can potentially help with gains in other areas, or with the net capital loss that's deductible.
4. Are you at or close to retirement age? Talking with an expert on retirement planning may help prevent you from making costly mistakes when determining how and when to apply for Social Security benefits, withdrawals from retirement accounts and using non-retirement accounts for living expenses. It's tricky and easy to make mistakes. Use the BEST planner that you can find.

Be an AUTHOR

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The Micro-Biome

Who is really in control of our bodies?

HUMAN or BACTERIA?

You have heard of the human genome...but have you heard of the human BIOME? If you haven't, it's time to pay attention to this new and exciting emerging concept.

Our bodies are made up of billions of cells, and up until recently we have just focused on the cells that we identify as "me". But now we have realized that we missed a huge aspect of our physiology.

Why? Because in and on our bodies we have ten times that number of bacterial, viral and protozoa organisms, living, mostly in harmony, with the cells that make up our body. Over a thousand different organisms. Some have even considered that this mass of "foreign" organisms constitute the "hidden organ".

Yes, it's true. These organisms do play a vital role in the health and well being of our bodies, contributing to both genetic and physiologic functions in our bodies.

When healthy, we live with these organisms, sharing space, nutrients ...and yes... genetic and physiologic mes-

saging. Disturbances in our nutritional state, diseases such as diabetes and use of antibiotic medications can dramatically impact and alter the delicate balance between us... and them.

These disturbances may contribute to a wide variety of human "diseases" including asthma, allergies, obesity, irritable bowel syndrome, hypersensitivity symptoms (such as synovitis and arthritis), and autoimmune disorders (rheumatoid arthritis and multiple sclerosis).

In 2007 the NIH recognized the importance of the human micro-biome and established the Human Micro-biome Project. Phase one of that project was designed to help better understand what is a "healthy" micro-biome, as well as changes in the micro-biome in diseases such as Crohn's disease, IBD, obesity, urogenital diseases and skin conditions such as eczema, psoriasis and acne. The next phase of this project is to try to better understand how various micro-biome compositions impact health and contribute

to disease.

One area of investigation is to see if changes in the micro-biome have an impact on "exacerbation" of various diseases as IBD, cystic fibrosis and COPD.

Perhaps in the future there may be laboratory testing for changes in the human micro-biome that will be able to be used in a clinically relevant manner, but that's probably further into the future.

For now, we can use some of this knowledge in the treatment of patients for various diseases.

Use of probiotics have shown success in helping people with "leaky gut" syndrome, travelers diarrhea and C-difficile related diarrhea, just to name a few. Other "less tasteful" but effective treatment options (in some cases) include fecal transplants. This process looks to help individuals re-establish a more healthy micro-biome based on "donations" from healthy volunteers.

Although in it's infancy, I believe that the micro-biome WILL play a bigger role in the evaluation of patient's health...



Better care through mitigation of ACA risks

ACA Related Malpractice Liability

Recently in *Fierce Practice Management*, there was an article by Debra Beaulieu-Volk regarding new areas of medical liability that have surfaced due to implementation of the Affordable Care Act (i.e. "ACA" aka Obamacare). Let's go through some of the issues that were discussed.

First, with more individuals in the health care system due to increased insurance coverage, it's estimated that there will be a 5% increase in malpractice claims, simply because of the increased number of patients. **Second**, moving from fee-for-

service to value-based services may result in patients feeling that they are not receiving the care that they "deserve". Many of these patients look at the *quantity* of care, rather than the *quality*, and interpret shorter "face time" with malpractice. Using better "connection" skills (such as better eye contact) may help. Also patients may refuse needed care or tests because of high deductibles. Proper documentation of the orders can help in defending against suits due to patient non-compliance issues. **Third**, new "quality initiatives" may create standards which the legal system will hold you accountable. In this case proper documentation will

help your defense if you deviate from these standards of care.

Last, productivity pressures can result in more patients in less time, a recipe for error. This also impacts communication between physicians and physician extenders, to ensure that the "ball doesn't get dropped".

Do you see a common theme here? Yes, there is an increased risk, but by **ensuring proper documentation** of your treatment evaluations, decisions and rationale, you can better defend yourself against many of these threats. Plus, it can potentially help you improve the case that you deliver to your patients.

This Month's Q&A Technology Tips

Q: Do you have any web sites that are just fun to visit?

A: You bet! Here is a list of some of the "fun" sites that I enjoy visiting, with a few examples of their postings.

Here is a science site that is fun to read. The Allium.com "Science news you won't read nowhere else", recently had some interesting posts, including "Laboratory chemical reclassified from "Harmful" to "Run for your life". Another was "Scientist mistakenly does "Dry Ice Bucket Challenge"" And one that is relevant to the story on page 2... "Study reveals micro-biome to be master-controller of all humanity".



Another site that I enjoy checking out periodically is www.DarwinAwards.com. Here you can see what individuals have done to help reduce "stupid" from the human race. This site, going back to 1994, "commemorates those who improve our gene pool by removing themselves from it." Next time you think you have done something really dumb...go here and read a few. You will feel significantly more intelligent quickly. Last, if you enjoy a bit of non-scientific humor, and like to read a bit about politics, go to www.TheOnion.com. Publishes since 1988, the Onion is now digital only. Visit it and enjoy many of the articles. They are a real hoot. (Try reading some of these out loud at the Thanksgiving table...)

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Dr. Ruby participant on AHA Panel

Earlier this month, Dr. Ruby was invited by the College of American Pathologists and the American Hospital Association to participate in a round-table discussion on "The Role of the Pathologist in Diagnosis, Quality and Patient Safety".

As one of eight participants, Dr. Ruby contributed his experience in the development of educational and safety programs for both clinicians and patients. This newsletter was highlighted as a pro-active resource, provided by the laboratory, that helps provide clinicians with laboratory related information that is useful to their practices.

In addition, the provision of clinically relevant patient educational materials by the laboratory was illustrated using 4path's nail fungus patient education book.

Do you use the 4path nail program in your practice to enhance your patient education initiatives? If not, ...why not? It's a free program that can help build your business. Call 877-884-7284 for info.