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## Inside AICPA, December 7, 1992

American Institute of Certified Public Accountants (AICPA)

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Staff  
Anniversaries

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute:

## Anniversary

Charles Rhuda	Examinations	18th
Emily Goldstein	Membership Administration	13th
Debra Weingarten	The Tax Adviser	13th
Mack Curtis	Office Facilities	11th
Adrian Rivera	Library Services	7th
Andrea Adler	Meetings & Travel	6th

## Please Welcome!

Erica Hernandez - Clerk Typist - Collections. Before joining the Institute, Erica worked as a Bookkeeper/Secretary for the International Shipping Bureau.

Maria Elizabeth Olavarria - Secretary - CPE Educational Support Services. Maria was previously employed by Beneficial New York as an Administrative Assistant.

Governmental  
Update

On Thursday, December 17, W.A. Broadus, Jr., CPA, will present a full-day Governmental Update. Mr. Broadus, currently practicing as a consultant in the government and nonprofit area, and a recently retired official with the U.S. General Accounting Office, is a past member of both the AICPA Auditing Standards Board and the CPE Executive Committee. He is author or co-author of numerous highly-rated AICPA/CPE courses, including *1988 Yellow Book: Government Auditing Standards*, *Audit Requirements of OMB Circular A-133* and *Performance Auditing*.

To accommodate an anticipated larger class, this presentation has been scheduled for the newly-renovated Board Room at the AICPA New York City office, beginning promptly at 9:00 a.m. Coffee and breakfast breads will be served; a one-hour break for lunch will allow participants to eat in the area. Contact Pam Mongello (x3514) to register for this class. Please enroll early to assure your participation.

NatWest Bank -  
New Jersey  
Participants

NatWest Bank-New Jersey has consolidated and changed its product line. This consolidation will have a minimal effect on the employee benefit package. All employees enrolled with NatWest-NJ will continue to receive no fee checking privileges; however, effective January 1, 1993, employees with Money Market accounts will be required to keep a \$1,500 average monthly balance in the account in order to earn interest and avoid service fees. All other features of the employee benefits package will remain unchanged.

All current participants will receive a communication from NatWest Bank-NJ explaining the change. The communication also outlines a new product called Advantage Banking which provides higher interest rates, discounts, bonuses and a combined monthly statement.

If you do not receive your communication, or you would like more information, stop by the Exchange Place branch or call NatWest-NJ at 1-800-846-0066.

## Notice to NY Staff

Effective Monday, December 7, Human Resources will now be located on the 6th floor.

## Postings in NJ

Notices of open positions and Human Resources announcements to the staff are posted in the employment office located on the second floor between the reception area and the front staircase.

## HARBORSIDE MEDICAL EMERGENCY PROCEDURES\*\*

### In case of a medical emergency:

1. **CALL McCabe Ambulance at (201) 858-1200.** A dispatcher will answer. (A staff member who is actually with the patient should place the call from the nearest phone in order to answer questions about the patient's condition.)

While you are talking to the ambulance dispatcher, **ASK SOMEONE TO CALL BUILDING SECURITY AT 915-8550** to inform them of the medical emergency, (giving them your floor number) and that an ambulance is on its way, and ask them to hold an elevator for the stretcher.

2. **SPEAK SLOWLY AND DISTINCTLY.** Give the dispatcher your name (not the patient's name yet) and and that you are calling from the American Institute of Certified Public Accountants at Harborside Financial Center, 201 Plaza III, Jersey City, NJ.

The dispatcher will ask you for the following information:

1. The patient's name, age and sex
2. Whether he or she is breathing or not breathing
3. Whether he or she is conscious or unconscious

The dispatcher may ask you to repeat part of the information and ask other questions. He or she will also confirm our address and entrance to the building. You should also tell the dispatcher what floor the patient is on. **Inform the dispatcher that the patient is to be taken to St. Francis Hospital, 25 McWilliams Place, Jersey City, NJ 07302.** All questions should be answered as completely as possible. **IF THE DISPATCHER PUTS YOU ON HOLD, DO NOT HANG UP,** wait for the dispatcher to hang up first. They may need additional information which can be radioed to the ambulance crew en route to our offices.

3. **CALL** two employees who are certified in CPR (those trained in cardiopulmonary resuscitation) to come to your assistance. Refer to the CPR listing on the back of the telephone directory.
4. Send two people, one to the freight elevator and the other to the main elevator bank on the floor of the emergency, to lead the ambulance crew to the patient. Security will use either elevator depending on the most efficient method of entrance.
5. Stay with the patient until help arrives. Do not move the patient unless failure to do so would further endanger his or her life.
6. Try to obtain any medical information concerning the patient which might be of use to the ambulance support crew.
7. **CALL HUMAN RESOURCES,** extensions 3349 through 3357, to advise that you have a medical emergency.
8. **STAY CALM!**

\*\* Next week's Inside will have medical emergency procedures for the New York office.