



Ascension

Email and File Migration Guidance for Transitioning Associates and Clinicians

What's Happening?

At close, Google Workspace including email, calendars, contacts, gdrive (Personal and Shared) information will transition to Aspirus' Microsoft Outlook Web Access. Additionally, documents in your Non-Google Workspace Personal and Shared department files will also transition.

What does it mean to you?

When Google Workspace and Non-Google Workspace data is transitioned, associates who are transitioning to Aspirus on August 1, can expect to find 6 months of historical email, all future calendar appointments, all contacts, all distribution lists, and all designated and approved documents, google docs, sheets, slides, etc. If you will transition to Aspirus at a later date, you will continue to use Ascension's Google Workspace until you transition.

How to prepare?

If you are an associate who is transitioning to Aspirus on August 1, you will need to review your drives, emails and files and follow the guidance below. **In order for your files to transition as needed, please complete this task by Thursday, July 15**

Step 1

As part of the transition, emails and business records that directly relate to the business of those entities transitioning to Aspirus will be transferred from Ascension's information systems to Aspirus' information system after consummation of the transition. Transitioning associates should begin preparing to identify emails and business records that cannot be transferred ("Ascension Records.") Ascension Records that should be retained by Ascension are identified in the Records Management Administrative Policy (available [here](#)). For questions, reach out to the designated contact (the "Records Manager") for your department which are listed on page 3.

All Ascension Records should be sent to the Records Managers needed to maintain continuity of business operations. Please see below for guidance on what can and cannot be transferred.

What CAN transfer

Emails and records that relate exclusively to the business of the transitioning entities may be transferred. This includes:

- Organizational records
- Records that relate to business functions, operations or activities
- Records that have legal, regulatory or business value

What CANNOT transfer

Emails and records that are records of Ascension, Ministry or their affiliate organizations ("Ascension Entities") may not be transferred and must be deleted from your account or sent to your designated Records Manager. This includes:

- confidential and proprietary records and data
- trade secrets
- Any other documents, files or records that relate or belong to the Ascension Entities



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Step 2:

Be sure to review documents in these locations:

- MyDocuments (where personal documents were stored before Google)
- Department and Shared Drives (where shared documents were stored before Google)
- Google Drive (personal and shared)

*Note: If documents are shared with people who are not transitioning to Aspirus, refer to step 3 for handling. please consult with your supervisor

Step 3:

- Send any documents that should stay with Ascension to your Records Manager

Step 4:

Google Shared Drives are shared across all of Ascension and will need to be flagged for copying to Aspirus. For any Google Shared Drives you own and that you will need access to following the transition to Aspirus, please, rename and prefix with "WIAPP-NR". Note that folders with this naming convention will be copied to Aspirus.

Current: Cardiology Dept

Future: WIAPP-NR Cardiology Dept

How to rename?

1. Select folder.
2. Right click, select 'Rename.'
3. Update the name.
4. Click the blue Rename box.

Email Notification:

The north region transition will result in all associates moving to Aspirus' Microsoft Outlook Web Access for access to email. Once the transition is complete, associates will no longer have access to their ascension email and any email to your current email address and it will not be forwarded to your new Aspirus email address.

You can find out what your future Aspirus email address will be by visiting the [Aspirus Welcome Microsite](#) and logging into the Global Human Resources (GHR) system and clicking on MyProfile. **Also a reminder to update any subscription based email contacts to your new email address.**



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Contacts for Questions about Email and Document Transition to Aspirus

Business Unit/Department

Acute Revenue Cycle
Ambulatory Revenue Cycle
AMG
Ascension Care Management
Ascension Technologies
Cath Lab
Clinical Education
Compliance
Employer Solutions

Finance
HR
Imaging Departments
Marketing
Medical Staff Services

Medxcel
Mission Integration

Nursing

Clinical Operations
Quality
Respiratory Care
Risk

Contact Name

Andrew Gwin
Bonnie McIntosh
Dr. Robert Culling
Annette Vernon
Stacey Martin
Traci Lella
Mary Herman
Meg McElroy
David Noshay
Jeremy Halcomb
Tina Drewek
Tom Ewing
Diane Davis
Julie Craig
Kirsten Graham
Dr. Lisa Benson
Judy Viczian
Hanna Downs
Tim Waldoch
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cc: to JoAnn Callies
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