

## Here's what you need to know and do.

*We know you have questions as we integrate fully into the Aspirus Family. Here are this week's updates and reminders.*

### Welcome Gift Order Deadline Extended

There is still time to redeem your code for a welcome gift from Aspirus. The site has been extended to stay open through Oct. 8th. All transitioning employees should have received a card containing a code to redeem for a gift. If you did not receive a card or have lost the information, please see information below for login information.

[qrg.Four51OrderCloud.com/aspiruswelcome](http://qrg.Four51OrderCloud.com/aspiruswelcome)

User Name: ASP (employee ID#)

Example: ASP13010

Password: aspirus2021

If you are experiencing problems logging in or redeeming your gift, please contact Liz Kyostia ([liz.kyostia@quality-resource.com](mailto:liz.kyostia@quality-resource.com)).



### Epic Training Update

**Registration is now open!** Updated schedules and training resources are available on the [microsite](#). **Classes start Monday, so please register as soon as possible.**

- When registering, if a class session does not appear, it means the class is full. Please make another selection.
- Be sure to complete all prerequisites *before* attending class. The pre-session materials contain important information you'll need for training that won't be covered in class. These are assigned in HealthStream when you register.
- Please reach out to your Epic training team with questions via [email](#) or click on the green Contact Us button on the microsite training section. You'll receive a response within 24 hours.



### Your Voice Matters

**Thank you for sharing your perspective!**

Thank you to those of you who participated in last week's survey to evaluate your experience transitioning into Aspirus. Here's what we heard you say:

- This newsletter, your direct manager/supervisor and/or your peers is the best way to stay informed.
- Timely information is vital—timelines for software, network access, Epic training and more.
- Up to date information on the microsite helps us do our jobs.

Good news! **We're listening.** You'll start seeing changes coming soon.

**How are you doing at Aspirus Health?** On Monday we asked all Aspirus employees to participate in the engagement pulse survey to assess and increase employee well-being. **Please take this survey using the personalized link sent from NRC Health.** As always, all responses will be kept completely confidential.



### Citrix Myth Buster

We know how frustrating it can be to get “kicked off” Citrix and need to log in multiple times a day. Did you know there’s a good reason for this? During the transition, after 30 minutes of inactivity, Citrix will automatically end your session. This security measure is applied to remote connections to help ensure patient information is protected if you step away from your computer.

The good news is that this is short term. Over the next few months, as we transition off Ascension computers and onto the Aspirus networks, these inactivity time-outs will extend to align with the standard Aspirus system. *As always, remember to lock your computer when you leave your workstation. It’s easy for visitors or others to walk by an unattended computer and take a look at your screen or access protected information.*

### Certification Documentation Still Needed

It is vital to have accurate documentation for our staff and to follow regulatory guidelines and compliance per policy. Organizational Learning and Development is requesting that all required resuscitation certifications (BLS, ACLS, PALS, NRP and TNCC) for staff be sent to [Resuscitation-AspirusInc@aspirus.org](mailto:Resuscitation-AspirusInc@aspirus.org). Proper documentation of a certification would be the physical copy of the card from either the American Heart Association, American Red Cross for HealthCare Providers, Emergency Nurses Association and/or American Academy for Pediatrics. No learning transcripts or online completion certificates will be accepted. **IMPORTANT:** Do not enter your information into Global Human Resources (GHR). All physical copies of the card should be scanned or emailed to [Resuscitation-AspirusInc@aspirus.org](mailto:Resuscitation-AspirusInc@aspirus.org) to ensure proper documentation. Job Aid: Submitting Certifications

### Benefit Open Enrollment

This year’s annual benefits Open Enrollment period will be held from **November 1-19**. Benefit-eligible employees will be able to make their Open Enrollment benefit elections in Global Human Resources to take effect January 1, 2022. Be sure to watch for upcoming communications on how to access the 2022 benefit materials as well as future articles spotlighting some of the great benefits available to Aspirus employees.

### Influenza Safety Program

The Aspirus Influenza Safety Program is outlined in the Mandatory Influenza Vaccination Compliance Policy and includes:

1. Participation – Program participation by October 31, 2021, is mandatory for all Aspirus employees. You must either be vaccinated or sign the informed declination form with an Influenza Safety Champion and provide a reason for declining. Employees that are not compliant will be removed from their work schedule until complete. If they remain non-compliant by November 27, employees may be subject to termination.
2. Attestation/declination – All employees on Friday, September 10, will receive an automated notification email from OnBase with instructions on the attestation/declination process. There will be no online form to fill out prior to your flu shot this year. If you are getting your flu shot, simply attend one of the available flu clinics. If declining, you will need to contact the Employee Health Central Office or a local flu champion to coordinate the necessary education and sign a declination.
3. Masking – If declining the vaccine, you will be required to wear a mask for the duration of the influenza season, regardless of any future relaxation of masking requirements related to COVID-19.
4. Vaccinations – Aspirus provides influenza vaccinations free of charge to employees and medical staff members.
5. Stickers – Stickers will again be used as part of our identification and tracking system. Different versions of the stickers will be issued to staff, depending on whether you also have received your COVID-19 vaccine. Stickers will denote an employee’s ability to unmask if masking requirements are relaxed in the future.

Upcoming Employee Flu Clinics are offered on a walk-in basis and do not require advance sign up:

**Aspirus Medical Group**

Check with your clinic leadership for the flu vaccination plan at your location.

**Good Samaritan Hospital (Merrill)-Hillview Conference Center 4th Floor**

Wednesday, October 13 @ 7:30 AM - 3:00 PM

**Our Lady of Victory Hospital (Stanley)-Associate Health Office**

Tuesday, October 19 @ 7:30 AM - 3:00 PM

**St. Mary's Hospital (Rhineland) -Associate Health Office**

Wednesday, October 06 @ 7:30 AM - 11:30 AM

Monday, October 11 @ 7:30 AM - 11:30 AM

Wednesday, October 06 @ 12:30 - 3:00 PM

Monday, October 11 @ 12:30 - 3:00 PM

**St. Michael's Hospital (Stevens Point)-Conference Room #6**

Tuesday, October 05 @ 7 AM – Noon

Monday, October 18 @ 7:30 AM - 1:30 PM

Thursday, October 28 @ 7 AM - 1 PM

Thursday, October 14 @ 7:30 AM - 1:30 PM

Tuesday, October 26 @ 9:30 AM - 3:30 PM

**In Case You Missed It**

We're excited to announce our integrating facilities will adopt their Aspirus names on December 1, 2021.

[Here are the details from the announcement made earlier this week.](#)

**Save these quick links to get the info you need right away!**

Microsite

Ask a  
Question