

Here's what you need to know and do.

Welcome to the Aspirus family. We're excited to have you on our team. We know you have questions as we integrate our health systems. Here are this week's updates and reminders.

Welcome Events Wrap Up Today

The last of seven Welcome Events take place today to formally celebrate the integration of our facilities to Aspirus Health. Each event concluded with a tree planting ceremony to serve as a symbol of the commitment to grow and thrive with the community. Each tree was planted using 10 symbolic jars of soil representing the 10 legacy Aspirus hospitals welcoming the 7 new hospitals to the Aspirus Health family. A special thank you to all those who made these events a success.

Welcome Gift Order Deadline is September 30

All integrating associates received a welcome card to their home address last week. The card features a QR code and web address for access to an online Aspirus apparel item store. The online store will be open for orders through Thursday, September 30 with delivery anticipated in October. The secure web address requires a username and password that was provided in the card. The direct web address is qrg.Four51OrderCloud.com/aspiruswelcome.

PTO Balance Reconciliation

Many have contacted the Aspirus HR team due to PTO balance inaccuracies. After further investigation, it was discovered the final PTO accruals received from Ascension were not included in the PTO balance transfer for those employees on an accrual plan. Late last week, Aspirus HR received those details and have loaded the adjustments into GHR. Anyone who is entitled to a PTO payout, or an additional PTO payout from adding these extra hours, will have these paid on the 9/16 or 9/23 check depending on your pay cycle. We appreciate your patience as we worked to get this resolved. Your current balance should be reflected in GHR as of Friday, September 10. If you have further questions, please feel free to reach out to your Aspirus HR Representative or Business Partner.

North Region (HY, RH, ER, TH and Stanley): 715-748-8168 or HR-NorthernRegion@aspirus.org

Central Region (Merrill, Aspirus Inc., Aspirus Medical Group (AMG): 715-847-2800 or humanresources@aspirus.org

South Region (Stevens Point): 715-748-8168 or HROneStopSouth@aspirus.org

REMINDER: Epic training registration opens Monday

Key dates:

- Registration opens Monday, September 20
- Epic users will receive an email invitation to register on HealthStream
- Class assignments will be based on roles
- Classes start October 4

Note: All users will receive training. Be aware that classes for some roles will be added after the initial registration on 9/20. An [IT Systems Integration tab](#) has been added to the microsite to store transitional technology information, such as Epic training schedules. You can still search on the Job Aids/Training tab or the FAQs or choose to navigate directly to this Integration tab. We've posted [two documents](#) on the Microsite to help you understand the different learning tracks and associated training schedule.

Revenue Cycle Training. Front Desk training will begin the first week of October, with enrollment launching via email next week. [This document](#) has been posted to the Integration Microsite to help you understand the different types of training that are needed for front desk staff.

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.

Eagle River Hospital-Associate Health Office

Employee Flu Clinics were held in Eagle River on Wednesday, September 15.

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

Tuesday, September 28 @ 7:30 AM - 3:00 PM

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

Howard Young Medical Center (Woodruff)-Associate Health Office

Thursday, September 16 @ 7:30 AM - 11:30 AM

Thursday, September 16 @ 12:30 - 3:00 PM

Thursday, September 23 @ 7:30 AM - 11:30 AM

Thursday, September 23 @ 12:30 - 3:00 PM

Thursday, September 30 @ 7:30 AM - 11:30 AM

Thursday, September 30 @ 12:30 - 3:00 PM

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

Thursday, September 23 @ 7:30 AM - 3:00 PM

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

Sacred Heart Hospital (Tomahawk)-Associate Health Office

Monday, September 20 @ 8:30 AM - 11:30 AM

Monday, September 20 @ 12:30 PM - 3:00 PM

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

Tuesday, September 21 @ 7:30 AM - 11:30 AM

Tuesday, September 21 @ 12:30 - 3:00 PM

Friday, September 24 @ 7:30 AM - 11:30 AM

Friday, September 24 @ 12:30 - 3:00 PM

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

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

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

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

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

Tuesday, September 28 @ 7 AM – Noon

Thursday, September 30 @ 9:30 AM - 3:30 PM

Tuesday, October 05 @ 7 AM – Noon

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

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

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

Thursday, October 28 @ 7 AM - 1 PM