

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.

PTO Transition Update

The transition of PTO balances from Ascension has been completed and you can view your PTO balance in GHR by selecting Leave Balances from your homepage. Make sure you are logged in via Citrix to access this information. If your PTO balance that transitioned from Ascension exceeds your new PTO bank maximum, the excess PTO will be paid out to you according to your Aspirus division's pay cycle:

Aspirus Division	PTO Payout Pay Date
Aspirus Medical Group	9/2/21
Aspirus Eagle River Hospital & Clinics Aspirus, Inc. Aspirus Merrill Hospital & Clinics Aspirus Stanley Hospital & Clinics Aspirus Stevens Point Hospital & Clinics Aspirus Rhinelander & Tomahawk Hospitals & Clinics Aspirus Wausau Hospital Howard Young Medical Center, Inc.	9/9/21

Your PTO accrual and bank maximum was included in the communication sent on July 28. This information is not applicable for those who transitioned with a front load PTO plan. The transition for front load PTO plans is outlined in the Ascension to Aspirus Benefit Transition Summary that is available on the Benefit Integration page of your Intranet.

Welcome Events

Aspirus will be holding a community welcome event at each hospital location the week of September 13. These events will be held outdoors, adhere to social distancing requirements with a purpose of connecting facility leaders with key community members to celebrate the integration of our health system. The events will include remarks from leaders and community partners and will feature a tree planting at each location. Here is the planned schedule of events:

Monday, September 13

10:30 am	St. Michael's Hospital	Stevens Point
1:30 pm	Good Samaritan Hospital	Merrill

Tuesday, September 14

Noon	Our Lady of Victory Hospital	Stanley
Noon	Eagle River Hospital	Eagle River
3:00 pm	Sacred Heart Hospital	Tomahawk

Thursday, September 16

Noon	St. Mary's Hospital	Rhinelander
2:30 pm	Howard Young Medical Center	Woodruff

Provisioning Process

A reminder for those who need to request provisioning or badges, here are the updated guidelines for these areas:

[Provisioning Process](#)

IT Infrastructure Walk-Through's

Aspirus Information Technology and its infrastructure team will continue walk-throughs at all integrated facilities to prepare for the Epic go-live and other technology changes coming later this year. The purpose is to identify and document Network Hardware, Wireless Networks, Telecom Systems and the necessary cable and other elements necessary to operate on the Aspirus IT platform.

Date	Locations
Thursday, September 2	Amherst, Iola, Waupaca
Wednesday, September 8	Crandon, Rhinelander (Kabel Ave, Timber Dr., Winnebago St.)
Thursday, September 9	Rhinelander (North Shore Drive), Tomahawk
Monday, September 13	Woodruff, Eagle River (Hospital Rd and Wall St.)
Tuesday, September 14	Wausau (Westwood)

Certification Documentation Needed

Aspirus Organizational Learning & Development needs you to submit documentation of certifications to ensure accurate information is on file per regulatory guidelines. The job aid below explains the submission process. Additional details about this will be provided next week in a stand-alone communication.

[Job Aid: Submitting Certifications](#)

Insurance Coverage Reminder

Questions and rumors continue around insurance plans being out-of-network for providers transitioning from Ascension to Aspirus. Know that Security Health Plan (SHP) and United Health Care (UHC) **DO** cover services as in-network for transitioning providers and **ALL** Aspirus providers.

Visit the Aspirus website for a [full list of insurance plans](#) we have effectively contracted with during the transition.

Help is Available

Visit the [Transition Microsite](#) for user guides and resources. Job Aids are available and are searchable by name, application, or topic. **For IT support, continue to call the Ascension Help Desk: (877) 640-1416.**