

### 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.*

#### Epic Training Underway

- **Epic Super User Training:** Superuser training started this week. All superusers received an email on Monday urging them to register right away. Please work with your manager to resolve any scheduling issues. The superuser role is vital to supporting your department members through the transition.
- **Epic All User Training:** Class registration for all users has been postponed to later this week. The training team is making sure all roles are correctly assigned to the right courses. Go to the [Training section of the microsite](#) for the most-up-to date training information, including schedules, times and locations, and resources.
- **Questions About Epic Training?** Email [EpicGoLive12.1TrainingRequest@aspirus.org](mailto:EpicGoLive12.1TrainingRequest@aspirus.org).

#### Performance Reviews

Please remember to complete your self-appraisal in **Halogen**. Employee Performance Reviews are launched by your leader, then you can [complete the self-appraisal](#) on-line in **Halogen**. When you and your leader have completed the form, you will have a Performance Discussion. Following the discussion with your leader, the form will again come to you in **Halogen** for electronic signature. This process must be completed by November 1, 2021. If you have any questions please talk to your leader or your Human Resource Business Partner.

To access **Halogen**, log on the Aspirus Intranet, using Citrix. **Halogen** can be found under the **Life and Career** heading. Attached is a guide to assist you.

#### Your Voice Matters - Please Participate in Survey by Sunday

- Earlier this week we kicked off a [brief survey](#) to evaluate your transition experience to date. More than 160 of your colleagues already responded – sharing what they know about the systems integration and how they are directly impacted.
- Responses are confidential and anonymous and will help us assess your experience to date, what you need help with and how we can provide better support.

#### Department Schedule Templates & Conversions

Good news! We're starting to prepare for the conversion from your current systems to Epic—beginning with department schedule templates.

- **Step One** is to build templates for each department. Integration team members will be on site at Wausau, Stanley, Woodruff and Rhinelander working with template builders next week. *(Except for imaging, which is targeted for late October, the goal is to have all templates built by October 1.)*
- **Step Two** is to move all appointments scheduled December 1 forward to Epic during the November 12-14 appointment conversion.

*Watch for more information in the coming weeks.*

#### 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 [arg.Four51OrderCloud.com/aspiruswelcome](http://arg.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](mailto:HR-NorthernRegion@aspirus.org)
- **Central Region** (Merrill, Aspirus Inc., Aspirus Medical Group (AMG): 715-847-2800 or [humanresources@aspirus.org](mailto:humanresources@aspirus.org)
- **South Region** (Stevens Point): 715-748-8168 or [HROneStopSouth@aspirus.org](mailto:HROneStopSouth@aspirus.org)

### **Revenue Cycle Training**

Front Desk training will begin the first week of October, with enrollment launching via email this 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 30 @ 7:30 AM - 11:30 AM

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

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

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

### **Sacred Heart Hospital (Tomahawk)-Associate Health Office**

Employee Flu Clinics were held in Tomahawk on Monday, September 20

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

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

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

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

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

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, September 28 @ 7 AM – Noon

Tuesday, October 05 @ 7 AM – Noon

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

Thursday, October 28 @ 7 AM - 1 PM

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

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

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

**In case you missed it...**

- Read the [9/20 memo from Aspirus leaders](#) to all employees about the integration transition.