

### 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.*

#### Epic Training Starts Soon

This month we'll start Epic training to prepare users for the December 1 integration. We've already started training department super users who will provide customized support during the transition.

#### Upcoming key dates & details

- All Epic users:
  - Registration opens September 20
  - 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.*
- Super users:
  - September 10: Orientation complete
  - September 7-16: Workforce validation session for leads
  - September 20: Training starts

#### Your Voice Matters: Integration Survey Coming Soon:

Your voice matters ... especially when it comes to transitioning to the Aspirus family. Expect a series of surveys over the next few months to help us understand how the transition is going *for you* from an awareness, training and readiness perspective. Surveys are confidential and anonymous, and your feedback will be used to improve everyone's integration experience.

#### Friendly Reminders:

Got a question about Aspirus benefits or technology? You can find answers in Job Aids, training & benefits information and more on the [Integration Microsite](#). Also check out this weekly update as a primary information source. You are always welcome to continue using the Ask a Question feature on the microsite as needed. There are several additional topics that continue to produce questions that are being directed to various help desks and departments. Please keep these links handy to address the various issues that continue to produce questions:

#### Friendly Reminder 1: Citrix Workspace is the Gateway into the Aspirus Network

Use the link on the [Integration Microsite](#) or open [aspirus.cloud.com](https://aspirus.cloud.com) and sign in for access to Citrix. Citrix is your virtual desktop where you will access all Aspirus applications (you will NOT lose access to your Ascension devices and applications and will continue to access them with your Ascension credentials).

- This is where you will find access to applications like Kronos, Microsoft Office (Word, Excel, PowerPoint, etc.).
- From the home page use **Microsoft Edge** to access the Aspirus Intranet.
- You will need your Aspirus log-in credentials (Aspirus Network ID and Network Password) and confirm your identity using Imprivata two factor authentication.
- Log-in credentials can be found in your Aspirus welcome email.
- [Citrix Troubleshooting Job Aid](#)

**A reminder that all IT help desk calls should go to the Ascension Help Desk (877) 640-1416**

## Friendly Reminder 2: HR Help is available

Detailed benefit transition information and benefit FAQs are available on the Aspirus intranet or Contact HR One-Stop support for your region:

**North Region includes Howard Young, Rhinelander, Eagle River, Tomahawk and Stanley:** 715-748-8168 or [HR-NorthernRegion@aspirus.org](mailto:HR-NorthernRegion@aspirus.org)

**Central Region includes Merrill and Aspirus Medical Group (AMG):** 715-847-2800 or [humanresources@aspirus.org](mailto:humanresources@aspirus.org)

**South Region includes Stevens Point:** 715-748-8168 or [HROneStopSouth@aspirus.org](mailto:HROneStopSouth@aspirus.org)

## Friendly Reminder 3: Prescription Refills at Retail Pharmacies

All employees at locations new to Aspirus can continue to fill their prescriptions at Ascension retail pharmacies in Rhinelander, Stevens Point, Wausau (Westwood) and Stanley. Those who have used these pharmacies in the past can continue doing so without a disruption in service or coverage.

## Certification Documentation Needed

It is vital to have accurate documentation for our staff and to follow regulatory guidelines and compliance per our 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) by September 30, 2021. 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](#)

## COVID Call Center Not for Employee Matters

A lot of information has been provided regarding mandatory COVID-19 testing for unvaccinated employees. Please review the information in your emails, or on the intranet. Please do not contact the Aspirus COVID-19 Call Center with questions about the mandatory employee testing. This is an important public-facing resource for our communities and is not involved with employee testing or employee vaccination. Please allow the Call Center to focus on the needs of our communities and direct any questions about our employee initiatives to your manager.

## Welcome Events

A final reminder that we will be holding a community welcome event at each hospital location next week. 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. For this reason, some of the events are being conducted by invitation only. 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