

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.

Aspirus Badge Distribution

Aspirus Badges will be distributed to newly acquired sites starting the week of August 22nd. Badges will be distributed to each location to the following employees:

Stanley – Diane Finn	Merrill – Linda Graveen
Stevens Point – Teri Theiler	Tomahawk – Colleen Weinbauer
Eagle River – Pam Berdal	Rhineland – Colleen Weinbauer
Woodruff – Tracy Hand	

Clinic locations will be sent to the nearest hospital and sent via interoffice mail to respective leaders. Additional badges will be distributed to the contacts at each location on Monday/Tuesday of each week until all of them have been created. Aspirus badges should be always worn once received and each Aspirus badge will come with a blank sticker. Employees should place blank sticker over their current Ascension badge to cover up "Ascension Wisconsin" or the Ascension Logo. Employees will use Ascension badge to continue to access buildings, doors, and equipment. Ascension badges should be held away from Aspirus badge when accessing buildings, doors, and equipment as the technology can cross paths and not work properly.

Badge Buddies

Employees can continue to use their current badge buddies (tags that call out patient care positions like "RN", "Lab" or "MD."). Leaders who need new ones should continue to use the current ordering process.

Ordering New Badges/Correcting Badges

New Hires will receive their Aspirus badge the week of Orientation. Leaders should reach out to the respective HR groups to obtain a replacement badge for their employees. New badges will be sent to leaders via interoffice mail within 5 business days of request.

Northern Region – HR-NorthernRegion@aspirus.org

Central Region/ Aspirus, Inc. – HumanResources@aspirus.org

Southern Region – HROneStopSouth@aspirus.org

Requesting New or Replacement Ascension Door Access Cards

At least two weeks prior to the employee's start date, leader should send an email requesting a door access card for Ascension sites. Include the following information: employee name, location and door access requested. MedXcel team will assign the door access and send the card via interoffice mail to the requesting leader at the location noted in the email.

St. Mary's, Sacred Heart	Kim.Kuderski@medxcel.com
Good Samaritan	Leila.Greenwald@medxcel.com
Our Lady of Victory	Jim.Klapperich@medxcel.com and Scott.Schubert@medxcel.com
Howard Young Medical Center and Eagle River	Sherry.Hansen-Kusay@medxcel.com
St. Michael's Hospital and Clinics, Westwood Clinic, Spirit Hanger	Amy.Henke@medxcel.com and Jason.Wanta@medxcel.com

Francis Investment Consulting

Work is in progress to develop a schedule for on-site visits for a representative from Francis Investment Consulting for assistance with questions or assistance with the Aspirus retirement plan. More information will be provided as soon as it is available. If you would like to register your account and enroll in the meantime, simply go to empowermyretirement.com, click on Register, I do not have a PIN, and follow the prompts, or call 1-866-467-7756. If you do not make an election to opt out or contribute a different amount, you will be automatically enrolled at 4% pre-tax payroll contributions after 30 days with Aspirus. You may change your election at any time.

Access to Policy Stat

All locations should now have access to policies via Policy Stat. Please contact IT if you still have issues accessing Policy Stat.

Electronic submission for travel, business expenses and CME

Please ensure you are following the established process for submitting reimbursement requests to Accounts Payable related to Aspirus travel, business expenses and continuing medical education (CME).

Where to send:

- Send all approved employee travel and business expense reimbursement requests to employee-expense@aspirus.org, which will be listed in the Outlook directory as "Fiscal-AspirusInc-Employee Expense."
- Send all approved provider CME expense reports to provider-cme@aspirus.org, which will be listed in the Outlook directory as "Fiscal-AspirusInc-Provider CME."

When sending emails to these addresses, please send each request individually and include:

- Subject Line – Please include the company name and the name of the employee or provider associated with the request.
- Attachments – Please include your completed approved form and all detailed supporting documentation.

The Travel & Expense Reporting form can be accessed in the *Document Library* on the Aspirus intranet. All requests must be approved by your manager per the Aspirus Corporate Signature Authority policy prior to sending to Accounts Payable. Please reference the [Corporate Business Travel and Education policy](#) and the [CME and Dues policy](#) for additional information. Contact Diane Witter, Accounts Payable Coordinator, via [email](#) or at 715-847-2710 (72710).

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**