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[**Weekly Relays User Guide**](https://ispace.utmb.edu/xythoswfs/webview/_xy-12470404_1)

**TOPICS LEGEND**

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| C:\Users\krhensle\Desktop\SMALL LOGO (2).jpg | WEEKLY RELAYS | **Nov. 30, 2017** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| No news to report. |  **ACTION ITEM: 2017 Tax Forms:**In preparation for your year-end tax forms, please complete the following actions:* Review and update your home and mailing addresses in [Employee Self Service](http://www.utmb.edu/hcm/hcm_redirect.asp?strApplication=employee%20self%20service) by Dec. 31.
* To receive an electronic copy of your W-2 tax form for 2017, submit your consent through [Employee Self Service](http://www.utmb.edu/hcm/hcm_redirect.asp?strApplication=employee%20self%20service) by Jan. 13. The consent link is located under the Payroll and Compensation section. Any employee who does not sign up for digital delivery of the form will receive a paper copy through the U.S. mail no later than Jan. 31. For questions or more information about your W-2, email payroll.services@utmb.edu.
* Sign up at [www.MyTaxForm.com](http://www.mytaxform.com/) by Jan. 10 to receive an electronic copy of your 1095-C tax form for 2017. This form contains information about your health care coverage that will be needed to complete your tax return. Any employee who does not consent to digital delivery of the form will receive a paper copy through the U.S. mail after Jan. 20. See <https://utmb.us/2d4> for more 1095-C information or email hrservic@utmb.edu.

Note: If you previously signed up to receive your W-2 and 1095-C forms electronically, you do not have to complete the consent processes again. However, all rehires should review their current W-2 and 1095-C consent status.**GALVESTON CAMPUS****Construction notice—Water outage:** To facilitate part of the John Sealy Hospital Modernization construction project, all domestic water will be turned off—pending any emergent issues—in the John Sealy Annex and Waverley Smith Pavilion at 4 p.m. Dec. 2 until 4 a.m. on Dec. 3.* All public restrooms in the John Sealy Annex and Waverley Smith Pavilion will be closed during the outage. Signage will redirect people to the public restrooms in the John Sealy Hospital.
* Water service will NOT be affected in the John Sealy Hospital during the outage.
* However, the Café on the Court, Subway and Chick-fil-A in the John Sealy Hospital will close at 2 p.m. on Dec. 2. Food service areas are planning to reopen at their usual time on Dec. 3.
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| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
|  **CMC—New Off-Site ER Transfer/Return Process:**The new Off-Site ER Transfer / Return process begins Dec. 4. Training via Skype is underway—consult the CMC homepage for schedule and instructions. The purpose of this new process is for documentation and tracking of patients (reports) sent to or returning from an off-site hospital or emergency room. This process uses Pearl’s new Note Wizards for capturing all of the required data during the process of the user’s normal documentation without any additional data entry efforts. This new method will be required for nurses/providers and applies to all note types used to document emergency transfer of a patient to an off-site local hospital and the subsequent return assessment of the patient. Reports will be made available in January 2018. |  |
| **DID YOU KNOW?**UTMB Courier Services handle specimen and tissue samples, soiled and sterile instruments, mail and small package pickup and delivery across the southeast Texas region. In one day, the 15 couriers travel more than 2,600 miles, reaching clinics as far away as Huntsville, Katy, Angleton and Orange while maintaining an “on-time” arrival rate of greater than 95 percent. During FY17, the couriers delivered an average of 7,000 specimens per day from off-site clinics to the Galveston Campus. They have partnered with clinical staff to be the first courier group in the nation using the EPIC electronic medical record system to provide continual, safe and automated tracking of specimen transport. |