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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 | **Jan. 25, 2018** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| **OSAA**Dr. Norma Pérez will be speaking at the upcoming Medical Spanish Webinar hosted by the AAMC and CDC on February 22. The webinar will highlight the impact of patient-provider language concordance on clinical practice and health care delivery in an increasingly diverse population. We will specifically discuss the current state of medical Spanish curriculum in U.S. medical schools and resources available to help institutions assess their health and scientific workforce efforts to address cultural and linguistic competency. Participants will also learn about the Medical Spanish program at the University of Texas Medical Branch School of Medicine and discuss the components of medical Spanish skill evaluation and certification. There will be an extended Q&A session at the end. To register click on link: [https://www.aamc.org/initiatives/diversity/portfolios/485628/medicalspanishwebinar.html](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.aamc.org%2Finitiatives%2Fdiversity%2Fportfolios%2F485628%2Fmedicalspanishwebinar.html&data=02%7C01%7Cnoaperez%40UTMB.EDU%7C1b00e80e50e042a4346e08d56351a688%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C636524125576599800&sdata=3YW%2B793QJks3sRcCGNRXBpw%2Bb6NfBntWGNNGKridZZ4%3D&reserved=0)**IMO**We would like to welcome Sarah Dolezal in her new role as IMO’s IT Specialist and Terry Tamborello as a Coordinator II for ICEE and labs**.** | **FROM TOWN HALL****UTMB’s financial update:** At the Jan. 24 Town Hall, UTMB President David Callender gave a comprehensive update on the university’s finances, including where we stand relative to our budget this fiscal year-to-date. This expanded note summarizes his talk. Please watch for UTMB’s monthly and year-to-date financial performance updates in Weekly Relay Notes, published the third Thursday of each month. ***The fiscal year-to-date picture, as of Dec. 31**** UTMB’s fiscal year begins on Sept. 1 and ends on Aug. 31 each year.
* By the end of December, we had planned to have a positive adjusted margin of $8.8 million for the year.
* However, we ended this four-month period with a negative adjusted margin of $11.5 million—or $20.3 million less than planned.

 ***Several factors have contributed to the bottom-line (adjusted margin) loss**** We had a significant business interruption during Hurricane Harvey, which caused an estimated loss in patient-care revenue of approximately $9 million.
* While we are seeing more patients (higher volume) than we did this time last year, those patient cases are not as severe or complex (lower acuity) as we anticipated based on an analysis of previous year’s results. The differences in these patient cases have resulted in about $10 million less than budgeted for patient care.
* Two of our largest payors (Employee Retirement System and our largest Medicaid managed care contractor) reduced their reimbursement rates *after* our FY18 budget was finalized, also resulting in about $2 million less than budgeted.

***We have a plan for getting back-to-budget***To preserve our health sciences education, research and patient care mission for the long term, we must get “back-to-budget.” To this end, we will:* Continue to improve clinical coding and documentation to ensure appropriate reimbursement for care provided.
* Increase patient volumes in select ambulatory and procedural services.
* Manage labor and supply costs.
* Improve patient access and satisfaction, while decreasing wait times.
* Accelerate our energy savings program by turning more lights out and adjusting thermostats on nights and weekends.
* Reduce travel expenses.

 ***We can all help UTMB get back-to-budget**** Talk with your manager about the budget plan for your area.
* Continue to use supplies and energy resources efficiently to minimize waste.

***No matter what role you play at UTMB, you can contribute to improving UTMB’s finances by working together to creatively find ways to increase revenue and reduce expenses.*** |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **Help keep UTMB flu free:** The 2018 flu season is off to a fast start with a severe strain of the flu—H3N2—spreading to most U.S. states, including Texas. Here are some tips to protect yourself and others against the risk of infection:* **Get vaccinated:** Flu season can last into the spring months, so it’s not too late to get vaccinated. Free flu shots are still available at all UTMB campuses, clinics and inpatient units for our employees, retirees and volunteers. See <https://hr.utmb.edu/ehc/flufree/> or call (409) 747-9172 for more details.
* **Wash, rinse, repeat:** Wash your hands often with soap and water, use alcohol-based hand rub and cover your mouth and nose when coughing or sneezing.
* **Take antivirals if prescribed by your doctor:** Antivirals may help reduce symptoms of the flu and work best when taken within two days of getting sick.
* **Keep your distance:** Don’t try to stick it out at work when you are not feeling well. Staying home for at least 24 hours after you are fever free will help prevent the spread of illness to others.

For more flu prevention tips, check out the latest issue of Impact, hitting newsstands next week.**FY18 annual performance reviews:** UTMB is working on a number of enhancements to the annual evaluation process and the ePerformance system for the FY18 performance review cycle. While the institution completes the enhancements, employees and managers should focus on the following activities:* Establish individual goals and outcomes that align with UTMB’s mission and business objectives;
* Document performance using the Individual Development Planning Template until ePerformance is available for creating annual performance review documents; the template may be accessed at <https://utmb.us/2ij>
* Clarify job responsibilities and review departmental and institutional priorities
* Complete at least one activity related to your My Road Ahead development plan by Feb. 28 (Note: Faculty and staff in the Academic Enterprise have until Aug. 31 to complete all My Road Ahead activities).

 For questions or more information about the FY18 performance-review cycle, contact the Human Resources consultant for your department.**GALVESTON CAMPUS****Preventing traffic congestion in front of Jennie Sealy Hospital:** The ramp in front of Jennie Sealy Hospital has become increasingly congested, particularly during peak hours, such as shift changes or the lunch hour. This may seem like a minor issue to some, but **blocking the entrance for employees to use does not communicate the message that we care about our patients’ and visitors’ needs.** Helping prevent traffic congestion in front of the hospital is a simple way anyone can contribute to Best Care. Please keep in mind the following information to ensure the ramp remains accessible to our patients:* The right lane of the ramp in front of Jennie Sealy Hospital is designated for patient pick-up and drop-off only.
* The left lane is intended for thru-traffic only.
* No unattended vehicles are permitted on the ramp.
* Individuals who need to come into a hospital unit to pick up a patient/employee should park in the Hospital Garage—staff should ensure family members are aware of this prior to discharge.

**Employee Pick Up/Drop Off:*** Employees being dropped off or picked up may use the ramp when it is not congested.
* When there is significant activity on the ramp, please use the right lane of Texas Avenue, below the ramp.
* If your ride must wait for you, there are several 20-minute parking spaces available on the east end of the building, off 6th Street near Harborside Drive. Additionally, there are several spaces across the street in front of Clay Hall that may be used for brief waits.

**Deliveries:**No unattended vehicles will be allowed on the ramp; therefore, staff should arrange to meet and receive any deliveries being made on the ramp (e.g., orders from restaurants, etc.). **Osler Academy call for nominations:** This year, two new William Osler Scholars in the John P. McGovern Academy of Oslerian Medicine will be selected for an endowment to support each scholar’s activities related to patient care and teaching. The endowments are funded by the John P. McGovern Foundation of Houston, which is named for the prominent Houston physician and philanthropist. The successful candidates exemplify the principles of highly competent, humane, compassionate, patient-centered care and teaching embodied by Sir William Osler. The deadline for nominations is noon, March 9. For more information, visit [www.utmb.edu/osler/Scholars/FacultyScholars](https://www.utmb.edu/osler/Scholars/FacultyScholars).  **The Joint Commission Questions of the Week:**1. **How are patients informed of their rights?** Answer: Information regarding patient rights and responsibilities is provided to patients during the nurse-admission assessment and in the Guide to Patient Services. A framed copy of patient rights and responsibilities is also posted in multiple areas throughout UTMB Health clinical areas, including outpatient clinics.
2. **What does LEP stand for?** Answer: LEP stands for Limited English Proficient. This includes anyone who is unable to communicate effectively in spoken English. This term is used whenever a person’s preferred language for health care conversations is not English.
3. **Why is it important to identify the communication needs of the LEP population?** Answer: Effective communication is the most important tool available to health care staff in treating a patient. Communication problems are the most frequent root cause of serious patient events that report to the Joint Commission’s Sentinel Data Base. Every patient should have his or her preferred language documented in Epic.
 | **Provost’s Lecture Series—Meeting the Challenge of Burnout:** The UTMB Provost’s Lecture Series will continue on Feb. 13 with a presentation by **Dr. Christina Maslach** titled ***“Meeting the Challenge of Burnout.”*** Maslach, professor emerita of Psychology at the University of California, Berkeley, is widely recognized as a pioneer in job burnout research. Her numerous publications include “The Truth About Burnout” and award-winning articles such as her longitudinal research on early burnout predictors, which was honored in 2012 as one of the 50 most outstanding articles published by the top 300 management journals in the world. The presentation will begin at 4 p.m. in the Levin Hall Dining Room on the Galveston Campus, with a light reception to follow at 5 p.m. RSVP by Feb. 6 to Amanda Simpson in the Office of University Events at events.oua@utmb.edu or by phone at (409) 747-6735. For more information or to view the two previous presentations in the Provost’s Lecture Series, visit <https://www.utmb.edu/provost/home/provost-lecture-series>.**2018 new federal tax tables are now in effect:** On Jan. 11, the Internal Revenue Service released the 2018 Federal Withholding Tax Tables related to the Tax Cuts and Jobs Act (TCJA) that was signed into law on Dec. 22, 2017. Employees will see the changes reflected on their paychecks on Feb. 1 for monthly paid employees and Feb. 2 for biweekly paid employees. For additional information, visit the Payroll Services [FAQs](https://www.utmb.edu/finance/payrollservices/adm_resources/faq.asp) web page. |
| **DID YOU KNOW?**The accrediting body for UTMB, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC, pronounced “sacks”), will be visiting the university Feb. 6-8. Accreditation is necessary for us to confer degrees and to receive federal and state funding. Institutions are reaffirmed every 10 years, and UTMB has provided a Compliance Certification, a Focused Report and a Quality Enhancement Plan (QEP) as part of the requirements for reaffirmation. SACSCOC promotes peer review, institutional integrity and enhancement of quality, and believes student learning is paramount and faculty involvement is essential. This extensive self-study of all aspects of our institution was submitted in November. For more information on our QEP, IPE2Practice, visit <https://www.utmb.edu/ipep/about-qep>.**REMINDER: TAX FORMS** **W-2 tax form:** Employees who consented to receive an electronic copy of their W-2 tax form for 2017 may now view and print the form through [Employee Self Service](http://www.utmb.edu/hcm/hcm_redirect.asp?strApplication=employee%20self%20service). The W-2 link is located under the Payroll and Compensation section of the main menu. Employees must be directly connected to a UTMB network via work-site connection or VPN to access the document. Any employee who did not sign up for electronic delivery of the form will receive a paper copy through the U.S. mail. For questions or more information about the W-2 tax form, email payroll.services@utmb.edu or call (409) 747-8078, select option 2.**1095-C tax form:** Employees who signed up to receive an electronic copy of their 1095-C tax form for 2017 can now download and print the form at [www.MyTaxForm.com](http://www.mytaxform.com/). This form contains information about your health care coverage that will be needed to compete your income tax return, and those who chose the digital format will have unlimited access to the document until Dec. 31. Any employee who did not consent to electronic delivery of the form will receive a paper copy through the U.S. mail by Jan. 31. Lost or damaged forms will be reissued at no cost; however, a fee will be charged for each additional paper copy. See <https://utmb.us/2i4> for assistance with logging in to MyTaxForm.com or email hrservic@utmb.edu. |