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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 | **December 17, 2020** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| After 33 Years of Service Dr. Carroll is leaving the work force for the golf course! Please join us in congratulating Dr. Richard M. Carroll on his upcoming retirement!We will miss you Dr. Carroll!Please join OED in congratulating Dr. Holly West on her election to the Kenneth I. Shine, M.D., Academy of Health Science Education! | **Weekly Relay Notes taking a break for the holidays**:Weekly Relay Notes will not be published on Dec. 24 and Dec. 31, due to the upcoming holiday season. The next issue will be published on Thursday, Jan. 7. The Relay Notes team wishes everyone a healthy, safe and happy holiday season.**UTMB’s Institute for Medical Humanities renamed**:UTMB’s Institute for the Medical Humanities has been renamed the **Institute for Bioethics & Health Humanities** to reflect the institute’s strong focus on the areas of moral inquiry, research, teaching and professional service in medicine and health care. The new name provides a greater representation of our faculty members’ expertise, the nature of their scholarly work, and the educational offerings of the institute. It is also in line with other institutions and will allow UTMB a broader outreach. To learn more about the institute, visit <https://ibhh.utmb.edu>.**SAVE THE DATE****Provost Lecture Series on Jan. 15**:The next installment of the Provost’s Lecture Series will be Jan. 15, at noon via Zoom. UTMB faculty members Shannon Guillot-Wright, PhD, and Premal Patel, MD, MSc, FACP, will present, “Dismantling Structural Racism.” The presenters will discuss the history of institutional racism and how to be an anti-racist. They will conclude with how we can promote social change at all levels of influence. The talk will be followed by a Q&A session and breakout discussions. [Join via Zoom.](https://zoom.us/j/97939568293?pwd=NHJYQ01udURsTWt3SVhFMDdkbndqZz09)**Coming soon—Lean Management 101**:Lean is a patient-centered management philosophy in which every work step is evaluated as to whether it adds value from the patient’s perspective. Lean also drives efficiency by empowering employees to identify and implement continuous improvements. Coming soon, the Health System is excited to launch a basic Lean primer in UTMB Learn (UTMB’s learning management system) as the first of many offerings around Lean transformation, developing a Lean Management system and Lean process improvement. The module should take about one hour to complete, and although it will be assigned to managers and supervisors, it will be available to everyone in the organization interested in learning more about this valuable management method. More information will be announced in January. |
| OPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **Food service hours/employee holiday meal**:This holiday season, UTMB will transition retail dining vendors at all campuses. Our team will aim to keep any service interruptions to a minimum. A Christmas Day meal will be offered to those who work on Dec. 25 at all campuses. Sign in and show your UTMB badge to receive your complimentary meal that day. The holiday hours for retail food service venues are as follows: **Galveston Campus**John Sealy Hospital* Café on the Court will be open 6:30 a.m. to 7 p.m., Dec. 24–Jan. 3
	+ Employee holiday meal Dec. 25: 11 a.m. to 1 p.m. and 7 p.m. to 9 p.m.
* Chick-fil-A will close at 2 p.m. on Dec. 23 and will be closed through Jan. 3
* Subway will close at 6 p.m. on Dec. 23 and will be closed from Dec. 24–Jan. 10
* Starbucks will be closed Dec. 24–27 and Dec. 31–Jan. 3

Jennie Sealy Hospital* Einstein Bros. Bagels will be closed Dec. 24–Jan. 3
* The SmartMarket venue will be closed for renovation
* Vending machines will remain open 24/7

 **League City Campus*** Bay Side Bistro will be open 7 a.m. to 10 a.m. and 11 a.m. to 2 p.m., Dec. 24–25 and Dec. 28–Jan. 1
	+ Employee holiday meal Dec. 25: 11 a.m. to 1 p.m. and 8 p.m. to 10 p.m.
* Vending machines will remain open 24/7

**Angleton Danbury Campus*** Bayou Café will be open 6 a.m. to 2 p.m., Dec. 24 and Dec. 28–Jan. 1
* Bayou Café will be open Dec. 25: 7 a.m. to 10 a.m. for breakfast service
	+ Employee holiday meal Dec. 25: 11 a.m. to 1 p.m.; For the night shift boxed dinners will be delivered to units
* Vending machines will remain open 24/7

 **Clear Lake Campus*** Café will be open 7 a.m. to 10 a.m. and 11 a.m. to 2 p.m., Dec. 24–Jan. 3
	+ Employee holiday meal Dec. 25: 11 a.m. to 1 p.m.; and 7 p.m. to 9 p.m.
* Starbucks will be closed Dec. 24–25 and Jan. 1
* Vending machines will remain open 24/7

**IN CASE YOU MISSED IT****Latest episode of Health Care Unmasked now online**:Dr. Sami Gokhan Kilic, UTMB professor of OB/Gyn, director of Female Pelvic Medicine and Reconstructive Surgery and chief of minimally invasive gynecology and research, joined host TJ Aulds on the latest Health Care Unmasked to discuss the causes, treatment and diagnosis of urinary incontinence. The conversation can be viewed on the i45NOW Facebook page at <https://www.facebook.com/i45NOW/videos/683825715621869>.**COVID-19 Vaccine Q&A for employees**:The Employee Advisory Council hosted a virtual Q&A for UTMB employees regarding the COVID-19 vaccine on Dec. 16. Panelists Dr. Janek Patel, Dr. Philip Keiser and Philesha Evans discussed how UTMB is preparing to administer the vaccine to our employees (with initial focus on health care workers, consistent with CDC and state guidelines) and answered questions regarding the process. Watch it at this [link](https://zoom.us/rec/share/tjPlqiEKZM23o2vGwZKXhbZwSFLYN-FMOyyIxo3jPqUFaUd-FFy6zPxquxqTixs.zAHJ__LOFGLgPN5v?startTime=1608140116000). **The Joint Commission Preparedness—Use at least two patient identifiers when providing care, treatment and services**:Wrong-patient errors occur in virtually all stages of diagnosis and treatment. To improve the accuracy of patient identification when providing care—such as administering medications, blood or blood components; collecting blood samples and other specimens for clinical testing; delivering meals or snacks to patients with dietary restrictions; and when providing treatments or procedures—always use at least two patient identifiers, including the patient’s full name and date of birth. When obtaining blood and/or other specimens from a patient, you must not only use two patient identifiers prior to the obtaining the specimen, but also label the containers in the presence of the patient. Remember: Do-the-2! **Patient Centeredness Tip of the Week**:When we began [Best Care](http://intranet.utmb.edu/best-care/), excellence was a goal; now it’s an expectation. Our patients deserve the very [Best Care](http://intranet.utmb.edu/best-care/) and service we can offer. When we demonstrate compassion and respect, it helps our patients know that their health and safety are our top priority. So, let’s focus on teamwork and communication, engaging in effective conversations about the plan of care with our patients, and making an amazing impression on those we serve. Offering an exceptional patient experience is what sets UTMB apart from the rest. Let’s recover the experience our patients deserve and again rank among the best! **Changes to Evaluation and Management (E/M) coding, effective Jan. 1**:Revised coding guidelines for outpatient evaluation and management (E/M) services represent the first major overhaul of E/M reporting in more than 25 years. New Medicare office-visit coding guidelines are simpler and more flexible, but physician practices will need to prepare to get the full benefit of the burden relief the changes are designed to bring. Learn more about what you should be doing within your practice to make a smooth transition. These changes include: (1) eliminating history and physical exam as elements for code selection; (2) allowing physicians to choose whether their documentation is based on medical decision-making (MDM) or total time; and (3) modifying MDM criteria to move away from simply adding up tasks to focus on tasks that affect the management of a patient’s condition. To assist providers in these changes and to provide support around clinical documentation and coding in general, Revenue Cycle Operations has launched a new web resource, available at <http://intranet.utmb.edu/coding>.The website is dynamic, with new information and materials to be added as it becomes available. **Dr. Zhou named Fellow of the National Academy of Inventors**:Jia Zhou, PhD, professor in the Department of Pharmacology and Toxicology, has been announced as a Fellow of the National Academy of Inventors. This is the highest professional distinction accorded to academic inventors. Dr. Zhou’s research focuses on the drug discovery of bioactive molecules to probe biological systems or that act as potential therapeutic agents in neuroscience, cancer/inflammation, infectious diseases, and other human conditions. Dr. Zhou, who is UTMB’s second honoree following Dr. Scott Weaver’s induction in 2017, will be inducted at the 10th Annual Meeting of the National Academy of Inventors in June 2021.  | **REMINDERS****Dr. Martin Luther King Jr. Community Service Award nominations**:Nominations are being accepted for the 2021 Dr. Martin Luther King Jr. Community Service Award. Please consider nominating a UTMB employee or student who has a demonstrated record of promoting diversity, inclusion and civic engagement and has made a profound difference to the university and the greater community. The deadline for nominations is Dec. 21. See [iUTMB](http://intranet.utmb.edu/iutmb) for more information.**2020 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.
* Submit your consent through [Employee Self Service](http://www.utmb.edu/hcm/hcm_redirect.asp?strApplication=employee%20self%20service) to receive an electronic copy of your W-2 tax form for 2020 if you have not already done so. The consent link is located under the Payroll and Compensation section. Any employee who does not sign up for the digital delivery of the form by Jan. 17 will be sent 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) to receive an electronic copy of your 1095-C tax form for 2020. 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 the digital delivery of the form by Jan. 9 will receive a paper copy through the U.S. mail after Jan. 21. See <https://utmb.us/4ju> 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.  |
| **DID YOU KNOW?**Music in Medicine is a two-year-old student organization that unites students from all four UTMB schools with a shared passion for music. There are currently about 100 students involved at various levels, and members range from classically trained musicians to singer-songwriters to garage band players. Members have performed at events throughout UTMB and the Galveston community, but since the pandemic, they have transitioned to a mostly virtual format to continue sharing music and uplifting spirits. This includes a partnership with UTMB Volunteer Services, in which members play to pediatric and geriatric patients over Zoom. MiM also recorded and edited a song, “A Million Dreams,” for the virtual SOM White Coat Ceremony in the fall. Recently, several members performed a socially distanced version of “Sleigh Ride,” shared in a virtual “holiday card” with the UTMB community. View the “Sleigh Ride” video [here](https://fb.watch/2pRd_mmaCL/).**COVID-19: Novel coronavirus updates****UTMB’s COVID-19 Vaccination Program begins**:The Pfizer-BioNTech COVID-19 vaccine was authorized for emergency use by the FDA and approved by the CDC Advisory Committee on Immunization Practices, and the Galveston Campus received its first shipment at 9:45 a.m., Dec. 15. The first shots were administered to UTMB frontline health care workers and area EMS personnel that day, starting at 1 p.m. As of 7 p.m. Tuesday, 110 of doses had been administered by UTMB. Vaccination of health care workers will continue over the next several weeks. A shipment is expected to arrive at the Clear Lake Campus this week, and the Angleton Danbury Campus is slated to receive its first shipment next week. Although the League City Campus is not a registered site for receiving the vaccine, Employee Health will be administering the vaccine at LCC once supply is available. [Read the Dec. 16 Incident Command Update for more details](https://www.utmb.edu/covid-19/updates/article/daily-global-updates/2020/12/16/as-of-1-30-p.m.-dec.-16-2020).**Recent COVID-19 Task Force messages and a message from President ad interim Dr. Ben G. Raimer**:* [Dec. 7, 2020](http://intranet.utmb.edu/iutmb/article/2020/12/07/preparing-for-vaccination-of-utmb-health-care-workers) (outlines health care worker priority groups by role)
* [Dec. 11, 2020](https://www.utmb.edu/covid-19/all-utmb-staff/institutional-support-updates/article/institutional-support-updates/2020/12/11/a-message-from-the-utmb-covid-19-vaccination-preparedness-task-force-covid-19-vaccination-coming-soon) (clarifies some questions received by Task Force)
* [Dec. 14, 2020](https://intranet.utmb.edu/iutmb/article/2020/12/14/vaccine-safety-post-vaccination-safety-tracker) (provides details about the Pfizer-BioNTech vaccine)
* Read the [Dec. 15 message](https://www.utmb.edu/president/communications/2020/12/15/covid-19-vaccination-of-utmb-health-care-workers-to-get-underway) from President ad interim Raimer.

**Weekly Wellness Recap**:Shared by the UTMB RISE (Resilience in Stressful Events) Task Force, these tips are just one way we can all work to stay emotionally healthy during the COVID-19 pandemic. Here are this week’s tips: * Thank someone who’s done something for you that you may have taken for granted.
* Congratulate someone for an achievement that may have gone unnoticed.
* Be kind to the planet today.
* Give yourself the gift of activity today—even if just for 10 minutes. You deserve to be healthy.
* Seek out and listen to a different viewpoint. Be open to what you hear.
* Notice five things that are beautiful in the world around you today.
* Find positive stories in the news and share them.

 **ITS funding available for Clinical and Translational pilot projects:**UTMB’s Institute for Translational Sciences is accepting applications for funding of Clinical and Translational Pilot Projects. Up to three awards—of $10,000 to $25,000 each—are available to support investigator-initiated studies that have the potential to develop into clinical trials. These awards provide funding and expertise to research at any point along the translational spectrum (preclinical research, clinical research, clinical implementation, public health, <https://ncats.nih.gov/translation/spectrum>), with the goal of catalyzing a larger, extramurally funded study. Projects can include animal studies, preclinical trials, or testing of diagnostics or therapeutics. The application deadline is Jan. 25, 2021, by using the instructions in the RFA on the website at <https://utmb.us/4jt>. For more information, email CTSA@utmb.edu. |