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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 | **February 2, 2023** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
|  | **MONTHLY CYBERSECURITY UPDATE** **How Are We Doing**: During the month of January, 2.3% of recipients opened an attachment or revealed credentials in simulated phishing attacks initiated by the Office of Information Security. Our goal is less than 3%. A breakdown of department success and failure rates can be found at [https://utmb.us/66g](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Futmb.us%2F66g&data=05%7C01%7Ctrallyn%40utmb.edu%7C5323804ef78d472c3fee08db0533349e%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638109489702428886%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=YeStvcBS%2BqCI6VV89AKpykwWSoJJ9xc0bSnRyuw9A58%3D&reserved=0). Learn more about cybersecurity at <https://www.utmb.edu/infosec>. Report potential phishing to cirt@utmb.edu. **Security awareness for seniors****Did you know?** In 2021, there were 192,371 reported (and many more unreported) older victims of online scams, identity theft and fraud resulting in over $1.7 billion in losses according to the U.S. National Council on Aging. The most common scams involving older victims include government impersonation scams, sweepstakes and lottery scams, and computer tech support scams. The Federal Trade Commission (FTC) maintains a **Consumer Advice** **website** ([https://consumer.ftc.gov/](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fconsumer.ftc.gov%2F&data=05%7C01%7Ctrallyn%40utmb.edu%7C5323804ef78d472c3fee08db0533349e%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638109489702428886%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=hE8pWNC9RFYhMq6jVEg2LmM8JmUybijcu24TH5q5N%2Fk%3D&reserved=0)) where consumers can report fraud, read consumer alerts and get free credit reports. The site also lists current and ongoing scams, along with advice on how to identify and avoid becoming a victim of these scams. Additional information targeting senior citizens is available in the FTC’s second-year program called “Pass It On” ([https://consumer.ftc.gov/features/pass-it-on](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fconsumer.ftc.gov%2Ffeatures%2Fpass-it-on&data=05%7C01%7Ctrallyn%40utmb.edu%7C5323804ef78d472c3fee08db0533349e%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638109489702428886%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=sfoc6uYxqpRrYCGVi8cQdkmB8IS5wXp4rxXqYIkqvu8%3D&reserved=0)). Topics include identity theft, health insurance scams, investment scams and charity fraud. If you have senior acquaintances, please share this important information and encourage them to PASS IT ON. Thank you for being security aware.**Introducing a new medical record request tool**UTMB’s Health Information Management team launched a new, easy-to-use online tool for patients to request their medical records. The vendor-supported tool is fast and intuitive, secure, and can be accessed from a computer, tablet or smartphone. It’s already proven very popular with patients and can also be used to access the records of children and other authorized family members. The documents can be delivered electronically or via mail. You can learn more about medical records at [www.utmbhealth.com/records](https://nam11.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.utmbhealth.com%2Frecords&data=05%7C01%7Ctrallyn%40utmb.edu%7C5323804ef78d472c3fee08db0533349e%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638109489702428886%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=G3VqDRiIsUGcMXk8hrs5vNUDAUjWpPkXZnlwTnbTSqI%3D&reserved=0) or view the new tool at [https://utmb.us/8db](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Futmb.us%2F8db&data=05%7C01%7Ctrallyn%40utmb.edu%7C5323804ef78d472c3fee08db0533349e%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638109489702428886%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2FoHc7YZnKpiGcp0QkKr%2F09%2B2%2FAP6HsG5QveSY1DxqRE%3D&reserved=0). **Recommended learning content through Skillsoft Percipio** All UTMB employees are empowered to pursue their own learning journey through the Skillsoft Percipio professional development platform. This platform allows you to sharpen your existing skills and learn new ones with unlimited access to thousands of books and audiobooks, content channels, courses and videos. Check it out now by going to [https://utmb.percipio.com/](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Futmb.percipio.com%2F&data=05%7C01%7Ctrallyn%40utmb.edu%7C5323804ef78d472c3fee08db0533349e%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638109489702585099%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=NNxPqHygYW0fdQ%2BnuNQ3Ov21aYAGKgKw9Cex7VsNVR0%3D&reserved=0) and entering your UTMB username and password. As you explore the available content, you may want to consider these learning channels: * [Essential Customer Service Skills](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Futmb.percipio.com%2Fchannels%2F2ff8cb90-f921-11e6-aad2-6b3c03be7fe8&data=05%7C01%7Ctrallyn%40utmb.edu%7C5323804ef78d472c3fee08db0533349e%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638109489702585099%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=0U%2Fch5DewKWkJsdFzykB0Tr1WYEpE7tdbDtxQ8iY46E%3D&reserved=0)
* [Data and Analytics Literacy](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Futmb.percipio.com%2Fchannels%2Fa25b43bb-2b08-410f-9ab1-c16ce6aea4ef&data=05%7C01%7Ctrallyn%40utmb.edu%7C5323804ef78d472c3fee08db0533349e%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638109489702585099%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=OBq%2FJqaKEkiWnejBqpTmqbWkRpGUpgGN3bqxMKJqTWc%3D&reserved=0)

For more Skillsoft Percipio information, including user videos and guides, please see [https://utmb.us/70m](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Futmb.us%2F70m&data=05%7C01%7Ctrallyn%40utmb.edu%7C5323804ef78d472c3fee08db0533349e%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638109489702585099%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ModlfgMEMecGhsyWn%2B1O5aWs2cfKDWXHXDJ2VE7%2BnXo%3D&reserved=0). |
| OPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **REMINDER****2022 Tax Forms****W-2 Tax Form:** Employees who consented to receive an electronic copy of their W-2 tax form for 2022 may now view and print the form through [Employee Self Service](http://www.utmb.edu/hcm/hcm_redirect.asp?strApplication=employee%20self%20service). The form is located under the Payroll and Compensation section, and you must be directly connected to a UTMB network to access the document. Any employee who did not sign up for digital delivery of the form will be sent a paper copy through the U.S. mail no later than Jan. 31. For questions or more information about the W-2 tax form, email payroll.services@utmb.edu.  **1095-C Tax Form:** Employees who consented to receive an electronic copy of their 1095-C tax form for 2022 may now log in to [www.MyTaxForm.com](https://nam11.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.mytaxform.com%2F&data=05%7C01%7Ctrallyn%40utmb.edu%7C38a221120eea4947e6a608daffbbb320%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638103478886434138%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=gATLOigu1c2KYTgaY71rj6f6krNpHBYm3IVca%2BeRAbo%3D&reserved=0) to download and print the form. This form contains information about your health care coverage that will be needed to complete your income tax return. Any employee who did not sign up for digital delivery of the form will be sent 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. For assistance with logging in to MyTaxForm.com, email hrservic@utmb.edu.  |  **EDUCATION & RESEARCH** **CALL FOR NOMINATIONS: William Osler Scholars**Nominations are being accepted for two new William Osler Scholars in the John P. McGovern Academy of Oslerian Medicine. Funded by a generous gift from Houston physician-philanthropist John P. McGovern, a $1 million endowment will support each scholar’s activities related to patient care and teaching. The successful candidate will be chosen for exemplifying the principles of highly competent, humane, compassionate, patient-centered care and teaching embodied by Sir William Osler. To be eligible, a candidate must meet the following criteria:* Full-time membership on the UTMB John Sealy School of Medicine faculty at the time of selection
* MD or MD/PhD degree
* Rank of assistant professor or above
* Major responsibilities in teaching and patient care
* Model for a humanistic and compassionate approach to patients, students and colleagues
* Upon accepting this designation, agreement to devote some of hisor her time to learning about Osler togetherwith the other scholars

UTMB students, house staff, faculty and staff may nominate individuals by submitting a statement of250 words maximum, describing how the candidate exemplifies Oslerian ideals in patient care and teaching. These nominations can be: 1.) hand delivered in hard copy format to the Office of the President, 6.100 Administration Building on the Galveston Campus, 2.) submitted electronically to Debbie Tabor at dktabor@utmb.edu, or 3.) sent via campus mail to Route 0129. Please clearly mark the envelope "Osler Scholar Nominations." Submissions must be received by noon on March 10.  You can obtain more information on the current Osler Scholars at <https://www.utmb.edu/osler/scholars/faculty-scholars>.     |
| **DID YOU KNOW?** February is American Heart Month, and UTMB Health is kicking off its commemoration by turning our campuses and clinics red! Feb. 3 is National Wear Red Day, the iconic day when the nation joins together in wearing red to raise awareness of the No. 1 killer of women—cardiovascular disease (CVD). UTMB Health employees, students and staff are encouraged to wear red, snap a photo and email it to social@utmb.edu to promote UTMB's support of heart health and the elimination of CVD. |