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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 | | **Sept. 15, 2016** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **ORME Austin**  ERAS has opened and applications are being submitted by our fourth years.  The ORME office is happy to provide guidance to students rotating through Austin during the residency application/interview season.  FYI: Austin Parking Update  Issue: Limited daytime parking on the Univ Med Ctr Brackenridge Campus.  Solution:  All UTMB Students rotating at University Medical Center Brackenridge are issued UT Austin Surface Lot Parking Passes (lots across the street).  When lots are closed/full (we advocate early arrival to the campus), overflow is in the newly opened UT Austin Health Center Garage on Trinity and 15th.  The ORME office will validate tickets.  Those with off hour shifts (2pm through 10am hours) on certain rotations, pay $10 per month to Seton to park in the Brackenridge Parking Garage, to be closer to the hospital and thus safer.  **OED**  We are delighted to announce that Dr. Oma Morey has been appointed to an endowed faculty position, the Class of 1947 School of Medicine Memorial Professorship for Excellence in Teaching. Congratulations, Dr. Morey!  **OCS**  Dr. Karen Szauter was awarded a $5000 grant from the Arnold P. Gold Foundation to investigate the research question “Humanism and Simulated Patients: What can we measure and is there evidence that skills transfer beyond the measurement moment?” Congratulations, Dr. Szauter!  **OEA**  We wish all the best to our administrative secretary Lynn Dominy as she will be leaving us this Friday. | | | **Best Care Town Hall set for Sept. 23:**  Macintosh HD:Users:marcom:Desktop:bestcarelogo.pngPlease plan to attend a special Town Hall meeting devoted to **Best Care**—UTMB’s top priority for FY17—on **Sept. 23**from noon to 1 p.m. in the Levin Hall Auditorium. President David Callender, along with Dr. Danny Jacobs, executive vice president, provost and dean of medicine, Cheryl Sadro, executive vice president and chief business and finance officer, and Donna Sollenberger, executive vice president and chief executive officer of the UTMB Health System, will be on stage to explain the new initiative and take questions from the audience. Senior leadership will discuss how all employees can contribute to **Best Care** and UTMB’s goal to achieve a top 20 ranking among academic medical centers by fiscal year 2018. A healthy and free lunch will be provided on a first-come, first-served basis to 300 attendees following the Town Hall. For more information on the event and remote-viewing options, please visit the Town Hall website at [**https://www.utmb.edu/townhall/**](https://www.utmb.edu/townhall/)**.**  **Benefits annual enrollment follow up:**  Employees are encouraged to review their first earnings statement of the 2016–2017 benefits plan year through [**Employee Self Service**](http://www.utmb.edu/hcm/hcm_redirect.asp?strApplication=employee%20self%20service) to confirm their deductions are correct. Deductions will first appear in paychecks dated **Sept. 16**for employees who are paid biweekly and **Oct. 3**for employees who are paid monthly. If you have any concerns with your benefits deductions, please contact Benefits Services at [**benefits.services@utmb.edu**](mailto:benefits.services@utmb.edu) or (409) 772-2630. Evidence of an administrative or clerical error must be presented within 31 days of receipt of the first earnings statement of the new plan year.    **UT FLEX program reminder:**  The administration of the UT FLEX program transitioned from PayFlex to Maestro Health on **Sept. 1**. Employees who signed up for a 2016–2017 health care reimbursement account have received a new debit card from Maestro Health, and any prior health care balances have been transferred to this card. Health care and dependent care reimbursement claims for the 2015–2016 plan year may be submitted online at [**myutflex.com**](https://www.mywealthcareonline.com/utflex/) until **Nov. 30**. More details, including how to access your new Maestro Health account, are available [**online**](https://ispace.utmb.edu/xythoswfs/webview/_xy-14193039_1). | |
| TOPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **Epic tip of the week:**  Did you know that you can add speed buttons to the Chief Complaint? Enter a complaint in the Chief Complaint section, then right click and select “Add to speed buttons.”  **Notes** | | | **DID YOU KNOW?**  The UTMB Information Services (IS) Service Desk is a 24/7 operation providing technology support for all faculty, students and staff. Service requests are submitted via telephone, email and through the self-service portal. The call center receives an average of 10,578 calls and 1,827 email requests each month. Requests vary from simple password resets to more complex IT requests, with nearly 30 percent of those requests being resolved within the first 20 minutes. Contacting the Service Desk is easy; just use any one of the following methods: **Phone:**(409) 772-5200; (409) 554-1577 **Email:**[ishelp@utmb.edu](mailto:ishelp@utmb.edu) **Self-Service Portal:**[http://servicedesk.utmb.edu](http://servicedesk.utmb.edu/) | |