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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 | **July 20, 2017** |
| **YOUR DEPARTMENT NEWS** | **UTMB NEWS** |
| **OSAA**Advisors should have begun meeting with their MS4 students to review their personal statements, CV’s and to discuss plans for Match. Please let Drs. McKee or Rabek know if you have any concerns about a student. | **Financial update for June:**UTMB’s financial performance for the month of June was better than planned. We anticipated a loss of about $3.9 million in June; however, we had a positive margin of $5.2 million for the month. We expected to see a $15.8 million loss at this point in the year, but our actual year-to-date numbers reflect a positive margin of $3 million. The difference is due to an increase in patient care and grants and contracts revenue and lower-than-expected interest on debt and depreciation expense. As we close out the fiscal year, we must continue to work together and watch our expenses and maximize revenue in order to meet budget targets. Thank you for your efforts and please keep up the good work! **Texas City Physical Therapy/Occupational Therapy (PT/OT) clinic relocation:** Effective July 24, all staff and patients currently at the Texas City Outpatient PT/OT Clinic will be relocated to one of the other UTMB Health Rehabilitation Clinics—either League City Campus or Primary Care Pavilion. With the growth of our clinics at the Primary Care Pavilion in Galveston and the opening of the expanded Sports Medicine Clinic at the League City Campus, many patients are choosing to be seen at one of these locations. As a result, we are transitioning patients and staff to these locations to ensure we are good stewards of organizational resources.  **ACTION ITEM: Polycom system maintenance:**Information Services Video Operations will perform system maintenance on the UTMB Polycom Video Conference Systems at Correctional Managed Care (CMC), Angleton Danbury Campus (ADC), Clear Lake Center (CLC), League City Campus (LCC) and Galveston Campus sites beginning at 8 p.m. on July 21 through 8 p.m. on July 23. Please be sure that all video conference (Polycom) systems are powered ON prior to the scheduled maintenance. If you need assistance, contact the UTMB Service Desk at 409-772-5200.**Improved telecommunications process:** Beginning July 24, Information Services Voice Operations will transition to a new telecommunication request tracking system called CommIT. The new system will provide electronic estimates and approval routing for phone, voicemail, fax line, credit card machine, network data jack, cable pull and activation service requests. Service requests will continue to originate by emailing ishelp@utmb.edu or calling the UTMB Service Desk at (409) 772-5200 and a voice operations representative will assist you with the new system. For more information, please contact Joe Castorina, manager, Information Services Voice Operations at jocastor@utmb.edu. |
| TOPICSLEGEND |  PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) |
| **UTMB NEWS** (continued) **ACTION ITEM: Annual benefits enrollment:**Annual enrollment for the 2017–2018 benefits plan year ends July 31. To view or update your current coverage, simply log in to the [My UT Benefits](https://utdirect.utexas.edu/nlogon/sgwww/myUTBenefits/index.WBX) online system (https://utdirect.utexas.edu/nlogon/sgwww/myUTBenefits/index.WBX). Please note that you will need the personal identification number (PIN) provided to you by the Office of Employee Benefits to access the system. If you have not received your PIN, please check your Junk E-Mail or Deleted Items folder in Outlook for a message from benefits.service@utmb.edu. You may also go to <https://hr.utmb.edu/hrbbc/benefits/annual_enrollment/> for details on how to have your PIN re-sent to you. **ACTION ITEM: Annual employee evaluations:**The institutional deadline to complete annual evaluations for FY17 is July 31, 2017. An evaluation is required by UT System for each faculty and staff member hired on or before Feb. 28, 2017; however, anyone who received a formal evaluation after Jan. 1, 2017, does not need to be reviewed at this time. Employees are advised to contact their department leader regarding any entity or department specific requirements and deadlines. For more annual evaluation information, see <https://hr.utmb.edu/relations/performance/>.**Radiology appointments in MyChart:** Radiology appointments are now listed in the “upcoming appointments” tab in MyChart. To schedule a radiology appointment, call the UTMB Health Access Center, (409) 772-2222.**GALVESTON CAMPUS****Clarification—Temporary closure of John Sealy Hospital walkway:**The John Sealy Hospital Modernization project will require a temporary closure of the covered pedestrian walkway on the north side of the hospital’s front entrance. This will occur on the evening of July 21 and last until July 25. The alternate route for people going to and from the Hospital Parking Garage area or Jennie Sealy Hospital will be the covered walkway between the R. Waverley Smith Pavilion and the John Sealy Hospital AB Tower. The closure will not affect patient pick-up/drop-off at John Sealy Hospital as the circle front entrance will remain open. You can download the updated schematic plan for a view of the closure area at <https://ispace.utmb.edu/xythoswfs/webview/_xy-16847848_1>. **Technology commercialization submissions:** UTMB’s Technology Commercialization Program (TCP) is accepting submissions. The TCP provides seed funds to support the commercialization of discoveries created at UTMB. All UTMB employees are eligible to submit an application; projects can be awarded up to a maximum of $50,000 for a year. Submit pre-proposals electronically to Jacqueline Ramos at jrramos@utmb.edu no later than 5 p.m. on Aug. 21. Pre-proposal packages will be reviewed by the TCP committee and suitable concepts will be invited by Sept. 15 to submit a full application. Awards for the fall 2017 TCP are anticipated to be made by Dec. 1. Please visit <https://ispace.utmb.edu/xythoswfs/webview/_xy-16852534_1>or contact Dr. Nisha J Garg, nigarg@utmb.edu, or Dr. Sundeep Mattamana, sumattam@utmb.edu, for more information. | **ANGLETON DANBURY CAMPUS****Phone system migration:**The Angleton Danbury Campus phone system is in the process of migrating to the UTMB Avaya Core System. A new phone service “freeze” is in place until after the official migration, which is scheduled to begin Aug. 4. The migration will allow our campuses to use 10-digit dialing across the Health System, eliminating long-distance costs. No disruption in service is anticipated during the crossover process. **Joint Commission reminder of the week:** Please be sure you are familiar with the dwell or “wet time” (how long the surface must stay wet) when it comes to cleaning with disinfectants, including disposable wipes. Please read and follow the label for manufacturer’s guidelines for the time (e.g., CaviWipes1 have a 1-minute dwell time). For Extended Contact Precautions, our policy requires 2 applications of 1:10 bleach solution (premixed) for 5 minutes each. Also, make sure items being cleaned or disinfected have a smooth and intact surface, free from cracks, tears, tape and tape residue. **Epic update:** With a new function available July 25, providers will now be able to see if patients have new outside information in their record via Care Everywhere—a new optional column that has been added that enables users to add to the properties of their personal patient lists. Several other functionalities have also been added, including an update to the Plan of Care Report, and the ability of supervising faculty to attach to other faculty members’/residents’ In Basket folders to monitor productivity. Details and work flow bulletins are available at <http://intranet.utmb.edu/emr>. |
| **DID YOU KNOW?**Did you know that there’s a Facebook page for UTMB employees that features news, information, photos and event coverage that impacts our three campuses and our locations throughout the state? Nearly 1,200 have “liked” the page already. Recent posts have included news about annual benefits enrollment, coverage of a visit by the Employee Advisory Council to Huntsville to meet with Correctional Managed Care employees and an invitation to the recent Blocker Burn Unit “welcome home” celebration at John Sealy Hospital. Check it out and “like” the page today at [www.facebook.com/IamUTMB/](http://www.facebook.com/IamUTMB/). |