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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. 20, 2018** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
|  | | | **FY18 Financial Results:**  Dr. Callender shared good news in the latest Pulse video and at the Sept. 19 Town Hall, regarding financial results for the fiscal year that ended Aug. 31, 2018:   * By the end of August, we originally planned to have a positive adjusted margin (bottom line) of $1.6 million for the year * Preliminary 2018 fiscal year results reflect a positive adjusted margin of $1.8 million—or $0.2 million more than planned * This is a significant improvement over our forecast in January, when Dr. Callender provided a mid-year look at budget projections and there was potential to end the year $40 million off-budget.   **Several factors have contributed to the large improvement over our mid-year forecast:**   * Tremendous management of expenses across all areas—thank you for your help! * Improved patient care volumes, including a significant increase in surgical cases * Increase in reimbursements from higher patient acuity levels * Settlement of the FY2017 Medicare Cost Report in UTMB’s favor * More savings than expected in depreciation due to projects not being completed within the year as planned * Lower-than-anticipated utilities cost * Higher-than-anticipated net investment income, largely driven by royalty income   **Looking ahead for Fiscal Year 2019, which began on Sept. 1:**   * We are planning for an FY19 adjusted margin target of $2.1 million, excluding activation of the Webster Campus. * We are planning for the Webster Campus to generate a positive cash flow within two years of startup * To accomplish this, we must:   + Activate the hospital at expense levels similar to others in the market   + Partner with community physicians for care delivery   + Leverage existing administrative structures to reduce UTMB’s overall operating expense * Lastly, we must remain committed to managing costs in a period of declining revenue and flat reimbursement rates by continuing to identify and implement efficiencies and supporting high-quality performance in all areas.   Thank you for your contributions in helping UTMB achieve a positive margin for ninth consecutive year!  *\*Annual financial statements are considered preliminary, unaudited pending final financial audit.* | |
| TOPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **Latest Pulse video discusses year-end financial results merit pay increases and TEAM Awards:**  In the most recent Pulse video, President Callender briefly discusses:   * The hard work and dedication of UTMB employees to meet our budget target in the recently completed FY18 (See related year-end results Relay Note above) * The approval of TEAM Awards for eligible employees—to be paid Nov. 16—and merit pay increases, which will first be reflected in paychecks in November and December (See related Relay Note below)   You can find the latest Pulse video on the President’s website at <https://www.utmb.edu/president/pulse>.  **Merit pay increases and TEAM Awards approved for eligible employees:**  As announced in the President’s Town Hall on Sept. 19, merit pay increases and TEAM Award payments will be effective in November for eligible employees.   * UTMB’s merit pay program rewards employees for meeting or exceeding performance expectations and is an important part of the total compensation strategy for Classified, Non-Teaching and Administrative & Professional (A&P) staff. Total merit pools are determined by market trends, economic conditions and available funding, and employees must meet several criteria to be considered for an increase. * UTMB will recognize the collective efforts and contributions of our workforce in FY18 with a one-time $750 TEAM Award payment. TEAM Awards will be paid on Nov. 16, 2018, to employees in a benefits-eligible Classified, CMC, Non-Teaching, Resident or A&P position who meet all eligibility criteria and did not participate in the Faculty Compensation and Incentive Plan, Executive and A&P At-Risk Compensation Plan or any other incentive plan.   For more details about the merit pay program or TEAM Awards, <https://www.utmb.edu/president/communications>.  **New online scheduling for mammograms available Sept. 25:**  Patients will now be able to self-schedule mammogram screenings in MyChart beginning Sept. 25. The process begins when the patient’s physician orders a screening mammogram (2D or 3D) in Epic. The patient will then receive a “Scheduling Ticket” notification via MyChart.  After answering a few screening questions, they will be able to select a location (e.g., Primary Care Pavilion, UTMB Health Clinics, League City Campus or Angleton Danbury Campus) and the day and time most convenient to them—they may even select a same-day appointment, if one is available. Breast Imaging is the first UTMB imaging department to go live with online scheduling but will not be the last! To assist staff in helping walk patients through the scheduling process step-by-step, a workflow bulletin (PDF) can be accessed at the following link: <https://utmb.us/2z1>. If you have any questions about the program or would like to learn more, please contact Imaging Director Angie Bush at [apbush@utmb.edu](mailto:apbush@utmb.edu) or (409) 747-2835. | | | **UT System Fall Wellness Challenge—Arrrrr you ready to feel your best?:**  The UT System 2018 Fall Wellness Challenge—Yo Ho Ho begins Oct. 1 and is open to all UT SELECT medical plan members and dependents age 18 and above. The goal of this pirate-themed adventure is to earn coins by recording your exercise minutes or steps, positive health behaviors and daily quest activity. Participants who stash at least 120 coins will be eligible for rewards. Sign up today at [www.utlivingwell.com](http://www.utlivingwell.com) or see [iUTMB](http://intranet.utmb.edu/iutmb/) for more details. Registration for the challenge ends Oct. 8.  GALVESTON CAMPUS  **Water leak repairs by R. Waverley Smith Pavilion require road closure and re-routing of traffic, mass transit:**  Crews are continuing to repair a water leak in front of R. Waverley Smith Pavilion on the UTMB Galveston Campus. The university has ensured a safe and adequate water supply for adjacent buildings while repairs are made, but the repairs have required the closure of all lanes of a portion of the loop road around the Jennie Sealy Hospital Parking Garage, just after the Jennie Sealy Hospital ramp. The closure began Sept. 18 and could last through the end of the week. All traffic has been routed onto the upper deck of the parking garage, and UTMB Police and parking control officers are on-site to advise motorists. Bus and van services that pick up at R. Waverley Smith Pavilion have been affected by the closure, and the following applies until repairs are complete and the Pavilion drive is once again accessible:   * The UTMB Circulator van will pick up at 8th and Market streets * The League City Park and Ride bus will pick up at 8th and Market streets * City of Galveston buses will pick up at 8th and Market streets     To relieve traffic congestion in this area, employees who normally are dropped off or picked up at Jennie Sealy Hospital are asked to find an alternate location until repairs are completed. In addition, please be aware that the driveway in front of R. Waverley Smith Pavilion is inaccessible to vehicles during this closure. | |
| **DID YOU KNOW?**  Some UTMB employees are all too familiar with the dreaded “email jail,” the moniker assigned to an email inbox that is so chock full of messages and attachments that it can no longer send outgoing messages. But, did you know there is a simple process outlined on the UTMB Information Services website that can free up your valuable email space? This Outlook Archiving approach was submitted by Andrea Nolasco, administrative support associate with Information Services, to the IS blog in early July and it can come in handy the next time your inbox is stuck in email purgatory. Read the step-by-step account on archiving at <https://www.utmb.edu/is/is-blog/article/is-blog/2018/07/03/archiving-in-outlook>.  **The Joint Commission Preparedness:**  UTMB is still awaiting our triennial survey visit from The Joint Commission. Surveyors could arrive at any time, so continual preparedness is the key to a successful survey. The following are simple actions we can take to ensure we are ready when the surveyors arrive for our upcoming unannounced survey:     1. Staff drinks in clinical areas should be in the proper containers. 2. Fire extinguisher cabinets and/or fire alarm pull stations should not be blocked. 3. Employee photo identification badges must be worn and easily visible. 4. Equipment, supplies, carts, bins and surfaces should be clean and without dust and debris—there should be no tape residue on surfaces! 5. Patient Health Information (PHI) should not be left open and unattended at workstations or other locations. 6. Corrugated boxes must not be used to store medical supplies and equipment—properly discard boxes. 7. Medical supplies should not be outdated and should be clearly marked with an expiration date. 8. Clean and dirty supplies/equipment should be separated. 9. Patient medications should be stored appropriately, and medication refrigerator logs should be completed accurately. 10. Crash cart logs should be up to date.     Visit UTMB’s Joint Commission Preparedness webpage for more information: <http://intranet.utmb.edu/QHS/TheJointCommission>. | |