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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 15, 2022** |
| **YOUR DEPARTMENT NEWS** | | | **UTMB NEWS** | |
| **Congratulations**  **Dr. Perez Raifaisen and Dr. Banks!**  Both Dr. Perez Raifaisen and Dr. Banks had abstracts accepting in the ***2023 Innovations in Health Science Education Annual Conference*** UT System Shine Academy virtual annual meeting, to be held on **March 3-4, 2023.**  Dr. Perez Raifaisen - Educational **Innovation** abstract entitled, **“WE LEARN, WE EMPOWER, WE GROW SUMMIT (WE SUMMIT) Increasing student diversity in research”** has been *accepted* as an electronic poster  Dr. Banks’ - **“Opportunity to Heal: Addressing Microaggressions in Health Education”**, has been *accepted* as aWorkshop | | | **Directive from Governor Greg Abbott requires restrictions on TikTok:**  Texas Governor Greg Abbott recently [directed state agencies to block TikTok](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgov.texas.gov%2Fnews%2Fpost%2Fgovernor-abbott-orders-aggressive-action-against-tiktok&data=05%7C01%7Csdhadley%40UTMB.EDU%7C6c2765f791e94051f24c08dade1e20e6%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638066518253435221%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=2NujrUyMUmhU83uWd76q3y7HOOzs%2B%2F%2BCZqJA2Lgrz18%3D&reserved=0) on all state-owned and state-operated devices. The order is intended to minimize information security risks to state agencies related to use of the social media platform. This means that, effective immediately, the downloading or use of TikTok on any UTMB network or UTMB-owned device, including computers and tablets, is prohibited. This applies to faculty, staff, students, contractors and volunteers. To read more about the directive, visit [https://utmb.us/7fv](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Futmb.us%2F7fv&data=05%7C01%7Csdhadley%40UTMB.EDU%7C6c2765f791e94051f24c08dade1e20e6%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638066518253591455%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=JcKpgCDj2lgdJ%2Flx%2BxZtEXjayUejbCjS0OFNG1c9ZHs%3D&reserved=0).  **Galveston Emergency Department and walkway renovations update:**  Details are now available on work beginning soon to improve wayfinding and enhance the patient experience in the Galveston Emergency Department and the UTMB Health Clinics patient drop-off, waiting area and walkway. On Dec. 23, temporary pedestrian detours will begin for patients, employees and visitors using Garage 2. The work will temporarily relocate one waiting area and only one garage elevator will be in service. The work is expected to take about five months to complete. Get details at <https://www.utmb.edu/construction/>.  **FindHelp guides users, clinicians to community resources**  Care teams, patients and families can now search an extensive database of community resources to help those in need. Beginning Dec. 15, UTMB is offering FindHelp, a new online resource, to help patients and their families find financial assistance, food pantries, medical care, housing, transportation, job training and other types of support. Connecting and referring patients to social services positively impacts overall patient health and wellness, supports health equity, and aligns with a new Joint Commission standard. The new tool prompts users to enter a ZIP code, returning a list of available regional resources. FindHelp can be accessed by patients at [https://www.utmbhealth.com/findhelp](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.utmbhealth.com%2Ffindhelp&data=05%7C01%7Csdhadley%40UTMB.EDU%7Cb750d22f7d0746cb180308dadebc8306%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638067198469854479%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=g9T70sR60Az0UKb%2BVn08TBkF42FGSZoO5IGWZyHVHJc%3D&reserved=0) and through MyChart, and by UTMB staff at [utmbstaff.findhelp.com](https://nam11.safelinks.protection.outlook.com/?url=http%3A%2F%2Futmbstaff.findhelp.com%2F&data=05%7C01%7Csdhadley%40UTMB.EDU%7Cb750d22f7d0746cb180308dadebc8306%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638067198469854479%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=rke5N7wDlPkJqZ%2BTyGx8TiSApzyR5q6xyOmyexs%2B%2FCU%3D&reserved=0) and via Epic. More information and training for clinicians on this new tool may be found at the Epic [FindHelp webpage](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fintranet.utmb.edu%2Fit-services%2Fdivisions%2Fcis%2Fits-training%2Fcurrent-offerings%2Ffindhelp&data=05%7C01%7Csdhadley%40UTMB.EDU%7Cb750d22f7d0746cb180308dadebc8306%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638067198469854479%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=fWvxI5cRCROlw8RB1HXNp8xckUFcbBsXu%2BNMg6qQMbk%3D&reserved=0" \o "Original URL: https://intranet.utmb.edu/it-services/divisions/cis/its-training/current-offerings/findhelp  Click to follow link.).  **REMINDERS**  **Holiday events and activities planned across all UTMB campuses:**  All faculty, staff and students are invited to take part in holiday events and activities planned across all UTMB campuses. From choirs to giving-back opportunities, there are many ways to share the joy of the holidays. For a listing of university-hosted events, visit <https://www.utmb.edu/celebrate/winter-holidays>. | |
| OPICS  LEGEND | PATIENT CARE EDUCATION & RESEARCH INSTITUTIONAL SUPPORT CMC | | | |
| **AROUND UTMB** (Use the legend above to quickly find items of interest to your team) | | | | |
| **Important Notice—2022 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 to receive an electronic copy of your W-2 tax form for 2022 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. 13 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](mailto:payroll.services@utmb.edu). * Sign up at [www.MyTaxForm.com](https://nam11.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.mytaxform.com%2F&data=05%7C01%7Csdhadley%40UTMB.EDU%7C6c2765f791e94051f24c08dade1e20e6%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638066518253591455%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=mqfFnupNSwv7ZDNL77kW62OO9CHi7dMOwiX%2B78lerDs%3D&reserved=0) to receive an electronic copy of your 1095-C tax form for 2022. 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](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Futmb.us%2F4ju&data=05%7C01%7Csdhadley%40UTMB.EDU%7C6c2765f791e94051f24c08dade1e20e6%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638066518253591455%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=gefvMzcSyRoXTmtoObhpvg4Gv%2Bmr%2FS5I%2FQtZuJMcipc%3D&reserved=0) for more 1095-C information or email [hrservic@utmb.edu](mailto: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.  **SAVE THE DATE**  **Dec. 21 episode of Health Care Unmasked will cover UTMB’s 2022 achievements and the vision for 2023:**  The next Health Care Unmasked is planned for noon, Dec. 21 and will feature UTMB’s Dr. Charles P. Mouton, president ad interim. He will look back at 2022 achievements and share his vision for 2023. You can view the Dec. 21 episode on i45Now’s Facebook page at [https://www.facebook.com/i45NOW](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.facebook.com%2Fi45NOW&data=05%7C01%7Csdhadley%40UTMB.EDU%7C6c2765f791e94051f24c08dade1e20e6%7C7bef256d85db4526a72d31aea2546852%7C0%7C0%7C638066518253591455%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=8VroDC%2BlY7TnWsoCxvLEmZTJUQ%2FDAtvI4M0tFfuWf00%3D&reserved=0). | | | **EDUCATION & RESEARCH**  **Student winter break hours of operation:**  As the student winter break approaches, the Academic Enterprise hours of operation for student and academic facilities are as follows:  **Health Education Center**   * Closing on Dec. 22 at 5 p.m. * Dec. 23 through Jan. 2, closed for winter break and holidays * Regular hours will resume Jan. 3, 2023   **Moody Medical Library**   * Dec. 19 through 22, special hours 7 a.m. to 5 p.m. * Dec. 23 through Jan. 2, closed for winter break and holidays * Regular hours will resume Jan. 3, 2023 * Staff will be available via phone, email and on chat Dec. 27 through 30   **Old Red and Jamail Student Center**   * Jamail Student Center and Old Red will be open for students to study during the break. Students will have badge access to the common areas 24 hours per day. * Enrollment Services will be open Dec. 27 through 30. Offices will be open during regular business hours on the second floor of Old Red. | |
| **DID YOU KNOW?**  The School of Nursing held its Holiday Style Fashion Show and Luncheon on Nov. 17 at the Galveston Island Convention Center, marking the 10th year of the event. More than 640 individuals from the greater Houston and Galveston area attended, contributing to not only record attendance but a record amount of funds raised. The event benefits the SON’s Scholars Program, which provides education and leadership opportunities to high-achieving students. Through the silent auction, table sponsorships, ticket sales, and the last two years of donations, generous supporters helped raise $400,000 and counting. | |