

# HR Staff Notes

February 2021



Text **HM Employee Health** to **45991** to schedule a vaccine appointment.

- Appointment times vary by day and location, please select one that works best with your schedule.
- Click your personalized link in the email and you can choose any location across the system

## **Am I required to get a COVID-19 vaccine?**

- We will not initially require our employees to get the COVID-19 vaccine until there are adequate supplies.

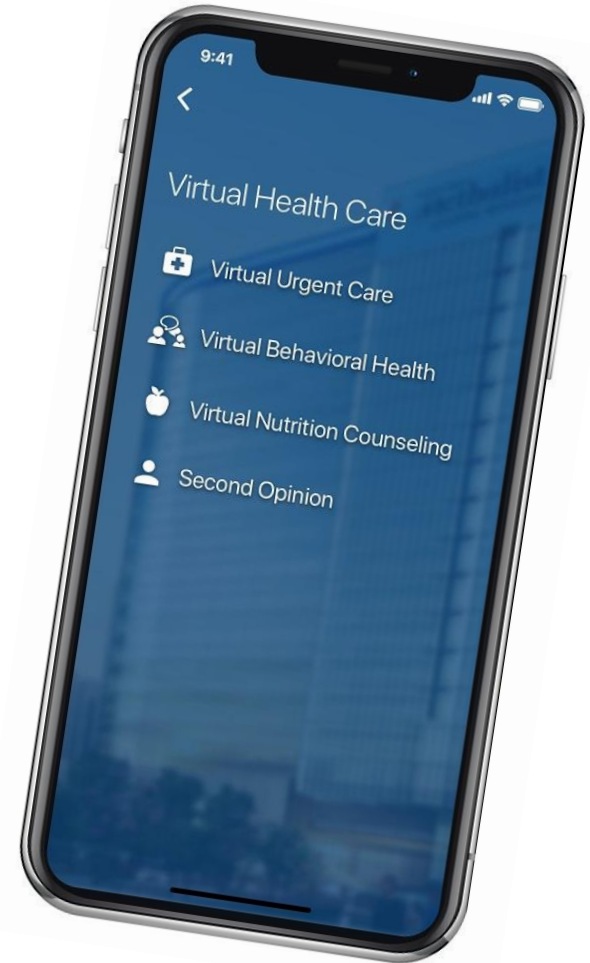
# Nominate co-worker for I CARE award by March 1

- Know someone who consistently outperforms?
- Shines through the day with their I CARE values?
- Nominate that person for an I CARE Award
- Click on the BRAVO tile in MARS and follow the instructions



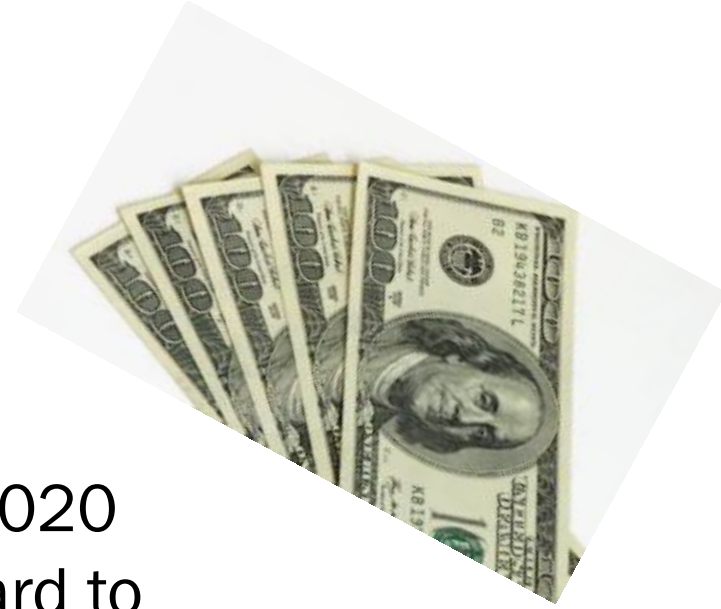
## Are you feeling stressed out or worried?

- **Call LifeMatters at 800.634.6433. You can get up to 10 free sessions with a counselor.**
- **\$0 copay for all mental health office visits. Two care options:**
  - **Cigna Network on [hmhealthplan.com](https://hmhealthplan.com)**
  - **Download the MyMethodist app for a virtual behavioral health visit.**



# \$500 Hope Bonus

- Dr. Boom announced a \$500 Hope Bonus planned to be paid in March
- This is a thank you for your perseverance through a difficult 2020 as well as something to look forward to during the next couple of challenging months
- Eligibility criteria will include getting a COVID-19 vaccine



# Corporate Labor Pool Continues Until Feb. 20

- Corporate employees are asked to spend one shift per pay period helping front-line workers at our hospitals until Feb. 20
- Talk to your manager about your availability before signing up for a shift

# Are you on the guided track?

- Employees who have been assigned to the Guided Track in the Healthy Directions program must contact a care navigator to complete their health track.
- Call 346.238.5400 to set an appointment with a care navigator and develop your personalized health improvement plan
- Don't delay because it can take several months to complete the Guided Track

# TB Screening Due in Birth Month

- This year all employees will complete their TB screening in their birth month
- Jan., Feb. and March birthday – need to complete now
- Because of the recent surge in COVID patients, we have extended the **deadline for employees with January birthdays to Wednesday, Feb. 10**
- Log on to MARS and select the Employee Health Portal tile
- Click on Message Center and complete the TB questionnaire
- If a TB test is not needed, no further action is required
- If a TB test is needed, schedule an appointment with your Employee Health clinic



## Transparent Transmissions

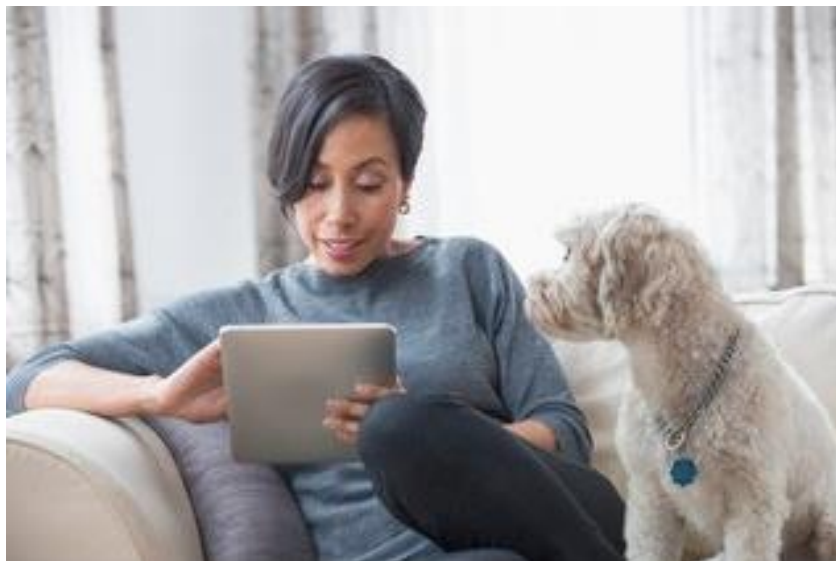


### A NEW POLICY: DIRECT MAILINGS

Now more than ever, Houston Methodist is using mail and email to keep in touch with our patients and community. If your department is sending direct mail or mass emails for marketing, newsletters, or to make announcements, Business Practices wants you to be aware of a new policy that includes guidelines for these communications.

## WHAT IS A DIRECT MAILING?

To understand how System Policy IM39 applies, we should first define “direct mailings.” A direct mailing is a tool designed to communicate with patients and community members about HM services, or to promote events or make other announcements. Direct mailings include traditional mail and email. Sound like something your department sends out? Then this edition of the BPiP is for you!



## CLEAR CONTENT & SAFE TRANSIT

What are the requirements of this new policy? Here are the basics on transparent transmissions:

- When collecting contact information for a distribution list, we are required to make certain disclosures to those who are signing up, and there are limits on how an individual's contact information can be used.
- Distribution lists must be kept current, with regular review and editing.
- Direct mailings must include a disclaimer with specific information, as well as a way for recipients to opt out of future communications.
- If communicating by email, additional rules apply. You will need special permission from recipients to use their email addresses, and safeguards must be in place for secure transmission.

### GET TO KNOW POLICY IM39

So, if your department is creating or maintain a distribution list for direct mailings of any kind, be sure you are familiar with the new System Policy IM39.

And, as always, if you become aware of a possible privacy breach, contact Business Practices immediately.

**Now That's Living the Houston Methodist Values Through  
Business Practices**

For more information, review System Policies IM06, IM39, and the [Respecting Health Information Privacy](#) handbook.

## Do you need a new Max Buzz?

- Each year all employees and spouses covered on the medical plan can receive a new device.
- Get one free on the Virgin Pulse website by texting Buzz to 45991
- Track your steps to earn points in the HealthyDirections program



# COVID-19 Resources on myhr.houstonmethodist.org

Text **COVID** to 45991 to view [COVID-19 Resources](#).

Infection  
Control  
Resources

[Learn more](#)

CAP and  
Other HR  
Changes

[Learn more](#)

Frequently  
Asked  
Questions

[Learn more](#)

## HM In the News

NY Times: July 27

NY Times: July 4

NY Times: June 29

LaborWorkx  
Timecard Coding

[Learn more](#)

Employee  
Communications

[Learn more](#)

Helping Hands  
Labor Pool

[Learn more](#)



See all COVID-19 related  
videos to employees.

Employee  
Health  
Protocols

[Learn more](#)

Remote  
Work  
Resources

[Learn more](#)

Medical &  
Emotional Care for  
Employees


[Learn more](#)

## COVID-19 Key Resources

For Houston Methodist  
employee use.

 askCOVID Email

### HR Hub

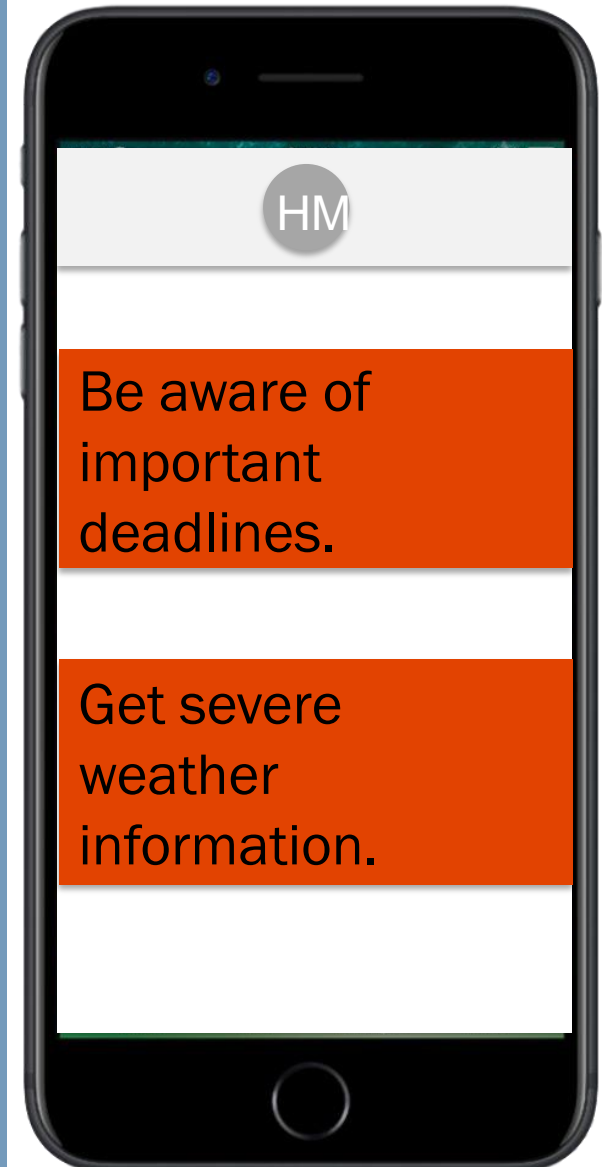
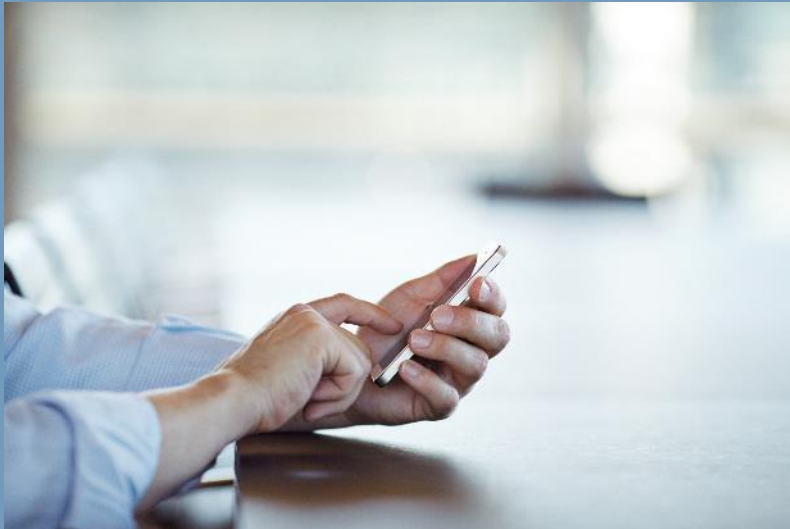
 832.667.6211

 Email

# Sign Up to Receive Texts

Sign up to receive news from HR via text message to your mobile device.

- Go to **MyHRTexts.com** to opt in to receive texts.
- Or text **myHR Texts** to 45991 to sign-up for texts.



# Want to be Better Informed on Your Benefits?

visit [myHR.houstonmethodist.org](https://myHR.houstonmethodist.org)

Easily access information about your total rewards from wherever you are – at work, home or on the go:

- Health care plans
- 2021 premiums
- PTO
- HealthyDirections
- Pay and incentive programs
- Retirement benefits
- And more

Text **myHR** to **45991** to get the link in a text.

Use the search function to find information easily.

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Search for...

Pay, Incentives & Savings | Health & Wellness | Time Off & Work | Protection Benefits & Life | Family & Community | Tools & Resources

**Medical Care**  
Know your options before you get medical care  
Show me

**Retirement Plans**  
Learn about the 2020 changes to ensure you're maximizing your savings  
Go

**HealthyDirections**  
2020 Health Track assignments are coming soon  
Learn more

**New Hires**  
You have 30 days from your date of hire to enroll in benefits.  
Learn more

Make your 2020 benefit elections

Open Enrollment is Nov. 14 - Dec. 6

Learn More



# Get Answers to Your Benefits Questions

- 1 Call: 832.667.6211
- 2 Email: [hrhub@HoustonMethodist.org](mailto:hrhub@HoustonMethodist.org)

If you're not reading the *HR Hub* weekly email, sent Wednesday afternoons, you're missing valuable information.



# Text 45991



Take a picture of the text codes for reference when needed.

Text Code	Subject
COVID	COVID-19 Resources web page
HM Employee Health	Schedule a vaccine
PTU2020	Pathway to Unparalleled video
School	Learn about parental resources for school
Virgin Pulse	Virgin Pulse website
myHR	myHR.HoustonMethodist.org
myHR Texts	Sign up to receive HR messages via text

# Dates to Remember

Feb. 9	Patient Satisfaction Bonus payout
Feb. 12	Lunar New Year
Feb. 15 – 27	PTO Sell at 75% open
Feb. 23	Hand Hygiene Bonus payout
March 4	PTO Sell at 75% payout
March 11	DCP funding
March 28	First day of Passover
April 2	Good Friday holiday



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