

AU Health System

Benefit Options

Your Benefits. Your Way.



Are you Benefits Eligible?

.5 FTE or greater (40 hours a week)
In a benefits eligible position

Enrollment Opportunities

- New Hire
- Open Enrollment - October
- Special Enrollments
- Life Change Events

Notify Benefit office no later than 30 days after the event

- Marriage
- Divorce
- Birth
- Death
- Change in Job Status
- Loss/Gain of other coverage

Required Dependent Documentation

Eligible Dependents

- Legal Spouse
- Domestic Partner
(affidavit required)
 - Life
 - Dental
 - Vision
- Dependent Child up to age 26

Proof of Status

- Marriage Certificate/License
 - Birth Certificate
 - 1st page of federal tax form (1040/1040a/1040ez)
-
- Current Social Security Card

Getting Started



Benefits Worksheet

This Worksheet will assist you in completing your benefits enrollment process timely and accurately. You will have 30 days from your date of hire to complete the enrollment process.

- Determine which plan(s) you would like to enroll in
 - Review the Benefits Guide – located on the [Benefits Web Page](#) and in [Employee Self Services](#) – this document list detailed descriptions of the plans offered through AUMC
 - Summary of Benefits and Coverage for each medical plan are located on the [Benefits Website](#)
 - Refer to the Benefits Summary for plan premiums, basic plan information, and contact information
 - If electing a FSA or HSA, determine how much you would like to contribute
- If adding dependents to any plan (medical/dental/vision/life/AD-D, etc) you must upload a proof of dependent document for each dependent. Examples of acceptable documents for uploading include:
 - Spouse: **Marriage License** and **Social Security Card**
 - Child(ren): **Birth Certificate**, adoption document, legal guardianship document and **Social Security Card** or
 - Spouse and/or Child(ren): First page of your most current year tax form listing all dependents

Note: Uploading will require scanning of the documents in advance and uploading in to the enrollment system. You will also need to have the social security number and date of birth for each dependent to enter in to the enrollment system.

- If declining Medical Coverage with AUMC you will need to provide proof of other medical coverage. Have your current medical card or medical card information available to type in to the enrollment system.
- Complete your benefits enrollment in Employee Self Services
 - Using Internet Explorer as your browser access HI Employee Self Service at <https://paws.augusta.edu/Pages/default.aspx> (Quick Access item)
 - Helpful Hints:
 - Use Internet Explorer
 - Prior to logging in, click on Tools/Compatibility View Setting. The unicornhro.com website will be seen under "Add this website". Click button "Add", then close.
 - Go back to Tools, click on **pop-up blocker** and set this so it reads "Turn off pop-up blocker" (you actually want the pop-ups to occur – this will make your tobacco attestation and spousal surcharge buttons work)
 - After you log in:
 - Verify Personal Information
 - Add Work Location Information (the system will not allow you to complete First Time Enrollment if this section is not complete)
 - Select First Time Enrollment
 - Follow the instructions (full instructions are on the first page of New Hire Enrollment)
 - If you need your medical and/or dental plan to begin on your hire date (rather than the first of the following month) send a notification email to AUMCBenefits@augusta.edu.
- Make a note to complete Open Enrollment in the Fall
 - AUMC's Annual Open Enrollment is an active enrollment. You will need to go to Employee Self Service, Open Enrollment, in order to change enrollment elections, add FSA and/or HSA contribution amounts for the upcoming year, as well as, complete the spousal surcharge and non-tobacco attestations (if applicable) during the enrollment season.

AUMC Benefits | AUMCBenefits@augusta.edu | (706) 721-7909 | 1515 Pope Ave (FG-1104)

Departments Leadership Apps & Tools Events News Policies Need Help?

Quick Access < CITRIX NURSING IT Help POUNCE Manager Services **HI Employee Self Service** SOFT-SER TimeNet LMS Office 365 Lexi Comp > All Apps

 **Health**
AUGUSTA UNIVERSITY

Employee Self-Service

Customer ID: 2484
Employee ID:
Password:

[login](#) [recover my password](#)

Employee ID: Your Employee ID can be found on the back of your AU Medical Center issued employee badge.

Your Employee ID (T&A) is located on the back of your employee badge to the right of ID #. It is the first five numbers following 101. Do not use the 0 at the end - 101xxxx0. When entering above, please add a leading 0 to the first five numbers after 101 and leave off the 0 at the end. For example, if your ID # is 101234560, you would enter 023456.

Password: Last 4 digits of your SS# and your birthday year. For example, if your SS# ends in 5678 and you were born in 1965, enter 56781965. Previous Users: Please use the same password that you have been using to date.

 powered by Symantec

Example Employee ID#
ID# on back of badge 101**123450**

Add a leading "0"

EE number is **012345**

Employee Self Services Link:

<https://saas.unicornhro.com/scripts/cgiip.exe/WService=gwemployee/gwmain.r?CN=2484>

Important

- Access [Employee Self Services](#)
- View [Benefits Enrollment Guide](#) and [Medical Summary of Benefits](#) and Coverage on the [Benefits Web Page](#).
- Complete First time enrollment within 30 days from date of hire. On day 31 enrollment is closed and default coverage is applied.
- You must complete on-line enrollment even if declining coverage
- AU Medical Center requires enrollment in Medical Coverage, or proof of other medical coverage.
- Premiums cannot be refunded if you are defaulted and later provide proof of other coverage.
- Make sure to have documents before enrolling
- Please, allow 7 to 14 days after on-line enrollment to receive cards

Coverage Date Options

Health/Dental

- Hire Date or First of Following Month

For First of Following Month Enrollment – email
AUMCBENEFITS@augusta.edu

All other plans

- Hire Date

– Please note it takes about 7 – 14 business days to process benefit enrollments. Please make allowances for appointment and prescription needs.

Core Benefits - FREE

Hire
Date

Basic Life/ADD -
\$25,000

Spousal Life -
\$1,000

Child Life - \$1,000

At
One
Year

Short-Term Disability –
50%

Long-Term Disability –
50%

Quick View of Benefits

AU Health System Benefit Options Effective January 1, 2019/2020	
Benefit Plan	General Description of Benefits Provided
Medical Care	<ul style="list-style-type: none"> • UMR is Third Party Administrator of Claims • AU Health System and Employee Share Costs • Includes Pharmacy Benefits <ul style="list-style-type: none"> • 3 plan options: <ul style="list-style-type: none"> o Select PPO o Choice HDHP o Base PPO (default coverage) • 4 levels of coverage <ul style="list-style-type: none"> o Employee Only o Employee + Spouse o Employee + Child(ren) o Employee + Family
Dental Care	<ul style="list-style-type: none"> • Provider is Delta Dental • Employee pays full cost <ul style="list-style-type: none"> • 2 plan options: <ul style="list-style-type: none"> o Core o Value • 4 levels of coverage: <ul style="list-style-type: none"> o Employee Only o Employee + Spouse o Employee + Child(ren) o Employee + Family
Vision Care	<ul style="list-style-type: none"> • Provider is Eye Med • Employee pays full cost <ul style="list-style-type: none"> • 2 plans to choose: <ul style="list-style-type: none"> o Elite - Materials and eye exam o Value - Materials only • 4 levels of coverage: <ul style="list-style-type: none"> o Employee Only o Employee + Spouse o Employee + Child(ren) o Employee + Family
Health Savings Account (HSA)	<ul style="list-style-type: none"> • Provides pretax contributions • Company contributes \$500/single and \$875/family • Contribution limits: \$100 minimum. \$3,500/single and \$7,000/family maximums
Flexible Spending Account (FSA)	<ul style="list-style-type: none"> • Provides pre-tax contributions for: <ul style="list-style-type: none"> o Healthcare FSA- contribution \$100- \$2,650 o Dependent Care FSA- contribution \$100- \$5,000
Short Term Disability	<ul style="list-style-type: none"> • Provider is Mutual of Omaha • Two Options: <p>50% Benefit</p> <ul style="list-style-type: none"> • One year and one day service requirement • AU Health System pays premiums • 50% of base pay up to a \$1,000 per week maximum benefit • Pays up to 12 weeks • 14 day elimination period

Short Term Disability	<ul style="list-style-type: none"> • Provider is Mutual of Omaha • Two Options: <p>50% Benefit</p> <ul style="list-style-type: none"> • One year and one day service requirement • AU Health System pays premiums • 50% of base pay up to a \$1,000 per week maximum benefit • Pays up to 12 weeks • 14 day elimination period <p>60% Benefit</p> <ul style="list-style-type: none"> • Employee may elect during open enrollment period following 50% eligibility date • Employee pays cost difference in premiums • 60% of base pay up to a \$1,500 per week maximum benefits • Pays up to 12 weeks • 7 day elimination period
Long Term Disability	<ul style="list-style-type: none"> • Provider is Mutual of Omaha • Two Options: <p>50% Benefit</p> <ul style="list-style-type: none"> • One year and one day service requirement • AU Health System pays premiums • 50% of base pay up to a \$6,000 per month maximum benefit • Potential maximum duration of benefit is 4 years <p>60% Benefit</p> <ul style="list-style-type: none"> • Employee may elect during first open enrollment period following 50% eligibility date • Employee pays cost difference in premiums • 60% of base pay up to a \$6,000 per month maximum benefits • Potential maximum duration of benefit is until Normal Social Security Retirement Age
Retirement	<ul style="list-style-type: none"> • Administered by Valic • 401a and 403b plans • AU Health System matches up to 5% of employees contribution
Other Benefit Options Available	<p>Other Benefits available and the providers are:</p> <ul style="list-style-type: none"> • Home/Auto Insurance – Travelers • Legal Assistance – Hyatt Legal • Pet Insurance – Nationwide Insurance • 529 College Savings Plan – Blackrock • Accident Insurance – Allstate • Cancer Insurance – Allstate • Critical Illness Insurance – Allstate • Medical Indemnity Insurance – Allstate

Premiums

Exempt/Monthly Rate				Non-Exempt/Bi-Weekly Rate			
Medical Options*	Base	Choice	Select	Medical Options*	Base	Choice	Select
Employee Only	\$90.00	\$123.26	\$209.61	Employee Only	\$41.54	\$56.89	\$96.74
Employee + Spouse	\$276.78	\$277.34	\$471.62	Employee + Spouse	\$127.74	\$128.00	\$217.67
Employee + Child(ren)	\$184.52	\$184.89	\$314.41	Employee + Child(ren)	\$85.16	\$85.34	\$145.11
Employee + Family	\$338.29	\$338.96	\$576.41	Employee + Family	\$156.13	\$156.44	\$266.04
Dental Options		Core	Value	Dental Options		Core	Value
Employee Only		\$36.87	\$29.48	Employee Only		\$17.02	\$13.61
Employee + Spouse		\$61.75	\$49.36	Employee + Spouse		\$28.50	\$22.78
Employee + Child(ren)		\$64.83	\$51.83	Employee + Child(ren)		\$29.93	\$23.92
Employee + Family		\$92.64	\$74.06	Employee + Family		\$42.76	\$34.18
Vision Options		Elite	Value	Vision Options		Elite	Value
Employee Only		\$13.41	\$12.43	Employee Only		\$ 6.19	\$5.74
Employee + Spouse		\$25.41	\$23.55	Employee + Spouse		\$11.73	\$10.87
Employee + Child(ren)		\$25.41	\$23.55	Employee + Child(ren)		\$11.73	\$10.87
Employee + Family		\$29.91	\$27.72	Employee + Family		\$13.80	\$12.79
Spousal Life	10K	30K	50K	Spousal Life	10K	30K	50K
	\$2.56	\$7.68	\$12.80		\$1.18	\$3.55	\$5.91
Child Life	10K	15K		Child Life	10K	15K	
	\$0.60	\$0.90			\$0.27	\$0.41	
* for medical premiums only - the use of tobacco products will increase premiums by \$41.67 each monthly pay period. An additional \$100.00 monthly charge will apply if your spouse has access to group health coverage through their employer but you choose to keep them on your plan				* for medical premiums only - the use of tobacco products will increase premiums by \$19.23 each bi-weekly pay period. An additional \$46.15 bi-weekly charge will apply if your spouse has access to group health coverage through their employer but you choose to keep them on your plan			

Premiums and contributions for the followings plans are based on criteria specific to individual employees.

- Valic Contributions
- Basic/AD&D Life Insurance
- Short/Long Term Disability
- Nationwide Pet Insurance
- Travelers Auto/Home Insurance
- Allstate Products

Surcharges

Tobacco-Free Attestation

Employees are required to attest stating whether they, or any member covered under their Health System health plan, use tobacco products or not, and if they will abstain from tobacco use during the insurance year. The use of tobacco products will increase premiums by \$41.67 per month (\$500 annually).

Spousal Surcharge

Employees adding a spouse to their medical plan will need to attest stating whether or not their spouse has the ability to obtain group health insurance through their own employer. For employees who want to continue coverage of their spouse on the Health System health plan when they have access to group health insurance through their own employer, an additional \$100/month (monthly) or \$46.15 (biweekly) spousal surcharge will be applied to their premium.

Smoking Cessation Call 706-721-6744

Medical Plans

A side by side comparison of Medical Plans

Medical Plan Features	Medical Select Plan (PPO)	Medical Choice Plan (HDHP)	Medical Base Plan (PPO) – Default Plan
Coverage	In Network/UHC Network/OON	In Network/UHC Network/OON	In Network/UHC Network/OON
Deductible			
Individual	\$500/\$750/Not Covered	\$1,500/\$2,000/Not Covered	\$2,000/\$4,000/Not Covered
Family	\$1,000/\$1,500/Not Covered	\$3,000/\$4,000/Not Covered	\$6,000/\$8,000/Not Covered
Medical Out-of-pocket max (Includes deductible)			
Individual	\$4,000/\$5,000 /Not Covered	\$4,500/\$6,000/Not Covered	\$5,000/\$5,100/Not Covered
Family	\$8,000/\$10,000 / Not Covered	(1) \$9,000/\$12,000/Not Covered	\$10,000/\$10,200/Not Covered
Office visit	*\$30/45%/Not Covered	20%/30%/Not Covered	35%/50%/Not Covered
Preventive visits	*\$0/*\$0 /Not Covered	*\$0/*\$0/Not Covered	*\$0/*\$0/Not Covered
Inpatient care/surgery; Outpatient Surgery (per admit/surgery)	20%/45%/Not Covered	20%/30%/Not Covered	35%/50%/Not Covered
Outpatient lab/X-ray/non-hospital tests	*0%/45%/Not Covered	20%/30%/Not Covered	35%/50%/Not Covered
Emergency room	*\$150/*\$150/*\$150	20%/20%/20%	35%/35%/35%
Urgent Care	*\$40/\$100/Not Covered	20%/30%/Not Covered	35%/50%/Not Covered
Convenience Care	NA/\$50/Not Covered	NA/30%/Not Covered	NA/50%/Not Covered
Coinsurance	20%/45%/Not Covered	20%/30%/Not Covered	35%/50%/Not Covered

(1) The maximum any one individual will pay out of pocket is \$6,550 each calendar year in the Choice HDHP, Family option

* Deductible does not apply.

AU Medical Center is Self Insured for Medical
 Claims processed through UMR for Medical and Navitus for Pharmacy

Pharmacy

OOP Maximums	Select PPO (In Network/UHC)	Base PPO (In Network/UHC)	Choice HDHP (Combined Medical/Rx) (In Network/UHC)
Employee	\$1,500 Rx \$4,000 / \$5,000 Medical	\$1,500 Rx \$5,000 / \$5,100 Medical	\$4,500 / \$6,000
Family	\$3,000 Rx \$8,000 / \$10,000 Medical	\$3,000 Rx \$10,000 / \$10,200 Medical	\$9,000 / \$12,000
	In-Network Provider Employee Pharmacy	Out-of-Network Provider Employee Pharmacy	Retail Pharmacy
Days Supply	30 day supply / 90 day supply	30 day supply / 90 day supply	30 day supply
Tier 1	\$5 / \$10	\$10 / \$20	\$20 + 35% to a max of \$450
Tier 2	\$10 / \$20	\$20 / \$40	\$20 + 50% to a max of \$450
Tier 3	\$30 / \$60	\$40 / \$80	Must fill at the Employee Pharmacy
Specialty	\$50 (30 day supply)	\$80 (30 day supply)	Must fill at the Employee Pharmacy

Employee pharmacy: 1st floor of Children's Hospital of Georgia

Wellness Incentives

Employees enrolled in AU Health System Select, Base, or Choice medical plans may earn up to a maximum of \$500 in either employer-provided HSA contributions (for Choice HDHP members) or in premium relief (for Select or Base PPO members), based on meeting the following requirements:

- The employee must be enrolled in an AUHS Group Health Plan prior to January 1 of the plan year
- Both the Biometric Screening and Health Risk Assessment must be completed between November and March and
- Proof of completed activities must be submitted based on specific deadlines as set forth by Employee Health.
- Incentives will be provided twice during the calendar year during the months of July and November

Savings Accounts

Health Savings Account –

May be elected with High Deductible (Choice) Medical Plan

Similar to electing health insurance, you may elect a Health Savings Account each year. Your HSA is a federally regulated savings account at Bank of America. You own your account and can take it with you when you leave AU Health System employment.

- \$100 minimum annual employee contribution
- Annual maximum contributions are \$3500/individual and \$7000/family accounts. 2020 limits are: \$3550 individual /\$7100 family

Flexible Spending Accounts

The Health System offers two types of Flexible Spending Accounts (FSAs). Each year during Open Enrollment, you decide how much of your pre-tax income you want to put into your FSA. For 2019, you may contribute:

- Between \$100 and \$2,650 into your Health Care FSA (Traditional or Limited Purpose), (2020 limits are: \$100/\$2700) and
- Between \$100 and \$5,000 into your Dependent Care FSA.

Administered through Bank of America

Dental Plans

	Value Dental Option	Core Dental Option
Annual Deductible	\$50 individual/\$150 family	\$50 individual/\$150 family
Coinsurance	0% preventive > 20% basic > 50% major Note: Periodontics covered under Major Services rather than Basic Services.	0% preventive > 20% basic (includes periodontics) 50% major and orthodontic
Annual Maximum Benefit	\$1,000 per member <i>Note: Benefits paid for Preventive/Diagnostic services are NOT applied towards the annual benefit maximum.</i>	\$1,350 per member <i>Note: Benefits paid for Preventive/Diagnostic and Orthodontia services are NOT applied towards the annual benefit maximum.</i>
Orthodontia Lifetime Maximum Benefit	No coverage	\$1,500 per member

Administered through Delta Dental

Vision Plans

	Vision Value Plan	Vision Elite Plan
Eyeglass Frames	\$200 retail benefit, plus 20% off balance over \$200	\$200 retail benefit, plus 20% off balance over \$200
Eyeglass Lenses	\$10 copay for standard plastic lenses	\$10 copay for standard plastic lenses
Contacts	\$250 retail benefit; 15% discount on balance over \$250 for conventional lenses	\$250 retail benefit; 15% discount on balance over \$250 for conventional lenses
Eye Exam	No Coverage	\$10.00 co-pay

Administered through EyeMed

Life Insurance

Employee Life

Default
Plan

- \$25,000 - no cost to employee
- 1x Annual Salary – no cost to employee
- 2x Annual Salary
- 3x Annual Salary
- 4x Annual Salary

Dependent Life

- Child Life
 - \$2,000 (14 days - 6 months of age)
 - \$10,000 or \$15,000 policy
- Spousal Life
 - \$10,000, \$30,000, or \$50,000 policy

Employee and/or Dependent

- Accidental Death and Dismemberment
 - Up to \$500,000 in \$10,000 increments

Administered through The Standard

Disability — eligible after one-year and one day of service. 50% coverage at no cost to employee

Short Term Disability (STD)

STD is a financial benefit that pays a percentage of your salary for a specified amount of time, if you are ill or injured, and cannot perform the duties of your job. The Health System provides you with a 50% STD benefit at no cost to the employee.

Long Term Disability (LTD)

LTD provides financial protection if illness or injury keeps you out of work for a long period of time. Approved LTD benefit payments and duration is based on the plan level chosen. The Health System provides you up to a 50% benefit at no cost to the employee.

Administered through Mutual of Omaha

Voluntary Benefits

Voluntary benefits are employee paid.

- Valic Contributions – match up to 5%.
- Nationwide Pet Insurance
- Travelers Auto/Home Insurance
- Cancer/Critical Illness/Medical Indemnity /Accident Insurance
- 529 College Savings

Cobra and Retirement Benefits

- Health Insurance
- Dental Insurance
- Vision Insurance

Retirement Criteria

- 59 ½ years old
- Actively employed by AU Medical Center on the day before retirement
- Enrolled in benefits at least 3 years prior to retirement date

Tuition Assistance

Pre-paid tuition – Employees attending Augusta University

Tuition Reimbursement – Employees attending other accredited colleges/universities

Eligibility Requirements

- Employed at least 6 months
- No disciplinary actions within last 12 months
- Application submitted 30 days prior to first course
- 12 month work obligation upon graduation

Contact Christy Roca

Compensation and Performance Specialist

croca@augusta.edu

706-721-3634



Employee Assistance Program

Confidential Counseling

- Financial Concerns
- Depression / Anxiety / Stress
- Emotional Distress
- Grief Counseling
- Family Relationships
- Eating Disorders
- Substance Abuse
- Work Relationships
- Job-related

Chris Carkhum
EAP Counselor
Human Resources
(706) 721-0757

Employee Care Program

- PTO Donation Program
- Emergency PTO Pay Out
- Health Insurance Premium Relief
- Retirement Loan(s)
- Living Organ Donor

Employee Discounts and Programs

- Hearing aid discount - Eye Med
- Vision discount - Delta Dental
- Travelex -The Standard
- Museums on Us - Bank of America
- Working Advantage
- Real Appeal – weight loss program
- Local and Regional Merchants

Default Coverage

What happens if you do not complete the on-line process?

Base Medical Plan

- Employee only coverage
- Premiums deducted from pay check
- Non-tobacco Incentives cannot be applied

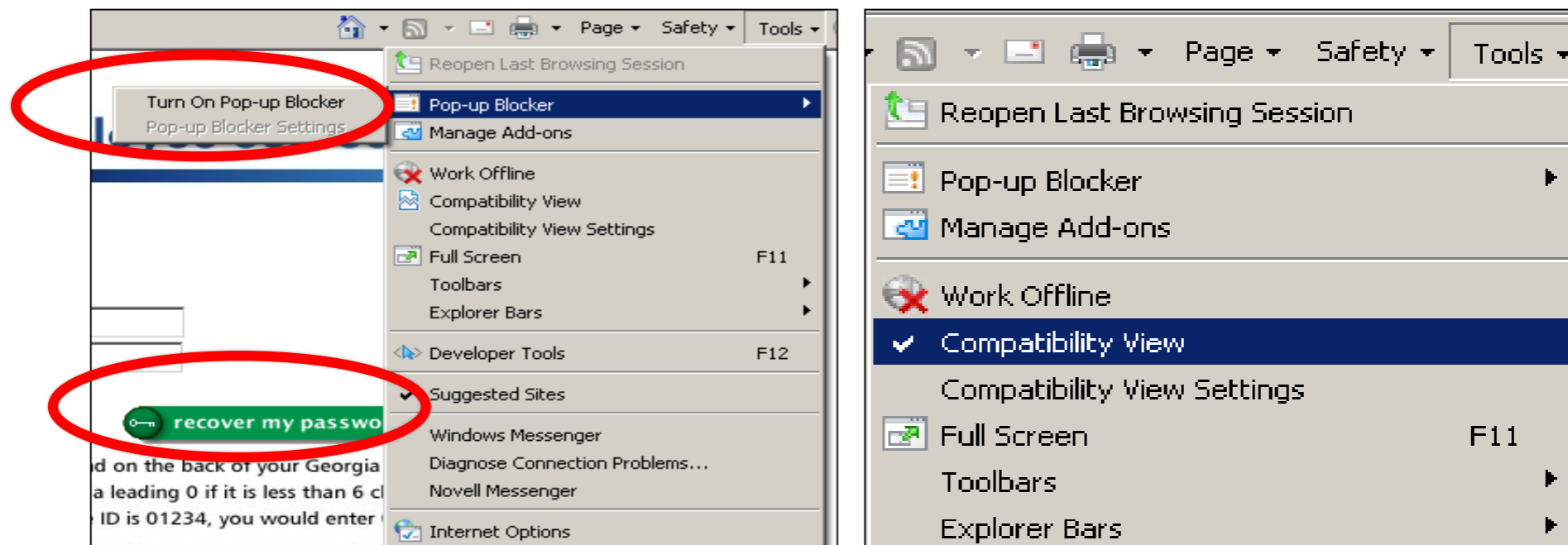
25K Life Insurance

- Unknown beneficiaries

Cannot be changed until Open Enrollment or a Life Change Event

Enrollment Tips

- Make Sure You Have All Documents
- Use Internet Explorer as Your Browser
- Log on to Employee Self Service (ESS) at:
<https://saas.unicornhro.com/scripts/cgiip.exe/WService=gwemployee/gwmain.r?CN=2484>
- Disable Pop-up Blockers
- Place ESS in Compatibility Mode



How to Enroll On-Line




I Would Like To:

Select

I Would Like To Use:

Select

People Finder 

First Name Last Name

Search

JAGWIRE

Your source for university and health system news and information. Bookmark it today on your computer and mobile devices.

#getwired jagwire.augusta.edu

ITS Alerts

All Systems Online

What's New

A video postcard from Christ the Redeemer

Beach life, Rio-style

Life in the favelas: An expert provides insight

Barra da Tijuca Beach

Alumnus working for Brazilian Olympic Committee shares unique perspective of 2016 Rio Games

Working with Olympic athletes just part of the job for alumnus

Alumnus discusses the education that brought him to the Brazilian Olympic Committee

Inside Gardenia Azul

CLINICAL SYSTEMS DOWNTIME PROCEDURES

Upcoming Events

- Jul 22** AU Academy of Health Science Educators
- Jul 22** EII Faculty Development Fellowship
- Aug 08** EGSC-Augusta students may begin charging fall books at the JagStore to their Financial Aid account
- Aug 17** Late Registration and Add/Drop- Sessions 1,2,3
- Aug 17** Week of Welcome

GRU Employee Concierge Service
706-721-9522

New Policies

 **AUGUSTA UNIVERSITY**
JAG CARD 

Dining Options





Health

AUGUSTA UNIVERSITY

Employee Self-Service

Customer ID: 2484
Employee ID:
Password:

login

recover my password

Employee ID: Your Employee ID can be found on the back of your AU Medical Center issued employee badge.

Your Employee ID (T&A) is located on the back of your employee badge to the right of ID #. It is the first five numbers following 101. Do not use the 0 at the end - 101xxxx0. When entering above, please add a leading 0 to the first five numbers after 101 and leave off the 0 at the end. For example, if your ID # is 101234560, you would enter 023456.

Password: Last 4 digits of your SS# and your birthday year. For example, if your SS# ends in 5678 and you were born in 1965, enter 56781965. Previous Users: Please use the same password that you have been using to date.



Employee ID: 101123450

Employee Contact - Validation

Please confirm that your home and work location information is correct, if not please update. Click on Update to apply changes or to verify current information. Click on Ok to continue.

Personal

- Personal Data
- Address Information
- E-Mail Address
- Dependents
- Education
- Emergency Contacts
- Change Password
- Job Reviews
- Salary History
- Skills Information
- Certifications
- Employee Files
- Training Classes
- Training Enrollment
- Work Address Information

Home Mailing Address

 update

Effective Date:

Address:

Phone Number:

Cell Phone Number:

NOTE: You must enter a work location to continue

Work Location

 update

Effective Date:

Building Code:

Room Number:

Phone Number:

Cell Phone Number:

Work Email Address:

 ok

Payroll

- W-4
- Paid Time Off
- Time Off Request
- Paycheck Information
- Paycheck Calculator
- Direct Deposit Accounts
- W-2 History
- Voluntary Deduction(s)

Benefits

- Open Enrollment
- Benefit Statement
- Benefit Beneficiaries
- Total Compensation Statement

date to make additional changes. Please make sure you click submit at the end of the process for your benefits to take effect. Failure to complete all of the steps in the process will result in your benefits not being set up.

An "Important Information" sheet is attached that must be read before beginning the enrollment process. It will also be helpful to review the benefit summary information on the Georgia Regents Medical Center Employee Benefits website before entering the new hire enrollment process.

Click on the following links for review:

- [Important Information](#)
- [2014 Benefits Summary](#)
- [2014 Enrollment Guide](#)
- [Side by Side Medical Comparison](#)
- [Instructions to Enroll Online](#)
- [Additional Voluntary Benefits Information](#)
- [Group Health Plan Notice of Privacy Practices](#)
- [Health Exchange Notice](#)
- [CHIP Notice](#)
- [Newborns and Mother Health Protection Act of 1996](#)
- [Women's Health and Cancer Rights Act of 1998](#)
- [Retirement Plan Notice](#)

Review Documents and Important Notices

Click the Next button at the bottom of this page to begin your online new hire enrollment.

Personal

- [Personal Data](#)
- [Address Information](#)
- [E-Mail Address](#)
- [Dependents](#)
- [Education](#)
- [Emergency Contacts](#)
- [Change Password](#)
- [Job Reviews](#)
- [Skills Information](#)
- [Certifications](#)
- [Employee Files](#)
- [Training Classes](#)
- [Training Enrollment](#)
- [Work Address Information](#)

Payroll

- [W-4](#)
- [Paid Time Off](#)
- [Time Off Request](#)
- [Paycheck Information](#)
- [Paycheck Calculator](#)
- [W-2 History](#)
- [Voluntary Deduction\(s\)](#)

Benefits

- [First Time Enrollment](#)
- [Benefit Statement](#)
- [Benefit Beneficiaries](#)

- 1 Verify Personal Information
- 2 Verify Dependent Information
- 3 Verify Information
- 4 Review and Elect Benefits
- 5 Review Elections
- 6 Benefit Statement

 next



Complete Enroll On-Line

Follow the prompts to:

- Elect plans
- Add dependents
- Add beneficiaries
- Enter annual amount for spending accounts

Personal

- Personal Data
- Address Information
- E-Mail Address
- Dependents
- Education
- Emergency Contacts
- Change Password
- Job Reviews
- Skills Information
- Certifications
- Employee Files
- Training Classes
- Training Enrollment
- Work Address Information

Payroll

- W-4
- Paid Time Off
- Time Off Request
- Paycheck Information
- Paycheck Calculator
- W-2 History
- Voluntary Deduction(s)

Benefits

- First Time Enrollment
- Benefit Statement
- Benefit Beneficiaries

You must click the **Submit** button to record your benefit elections.

 back
  submit



You have elected the benefits listed below. Please review this information carefully. To make changes, click the **Back** button at the bottom of the page. When all information displayed below is correct, click the **Submit** button at the bottom of the page. **Your benefit elections listed below will not be saved unless you click the Submit button.** Your elections will be sent to your Benefits Department for approval.

Here are the costs per Bi-weekly pay period.

		Employee	Employer
Medical	You have selected Base Medical / Employee Only coverage.	\$60.78	\$132.19
Dental	You have selected to decline Dental coverage.	N/A	N/A
Vision	You have selected to decline Vision - Materials Only coverage.	N/A	N/A
Life/AD&D	You have selected Life/AD&D 1x / Employee Only coverage. Coverage amount is \$42,000. Primary beneficiaries are: (100.0000%).	\$0.00	\$1.78
Short Term Dis	You have selected STD 50% / Employee Only coverage.	\$0.00	\$15.72
Long Term Dis	You have selected LTD 50% / Employee Only coverage.	\$0.00	\$3.28
AD&D - Hartford	You have selected to decline Accidental Death/Dismemb coverage.	N/A	N/A
Legal Insurance	You have selected to decline Legal Insurance coverage.	N/A	N/A

Flexible Spending Accounts

Personal

- Personal Data
- Address Information
- E-Mail Address
- Dependents
- Education
- Emergency Contacts
- Change Password
- Job Reviews
- Skills Information
- Certifications
- Employee Files
- Training Classes
- Training Enrollment
- Work Address Information

Payroll

- W-4
- Paid Time Off
- Time Off Request
- Paycheck Information
- Paycheck Calculator
- W-2 History
- Voluntary Deduction(s)

Benefits


- First Time Enrollment
- Benefit Statement
- Benefit Beneficiaries

You must click the **Submit** button to record your benefit elections.

 back
  submit

You have elected the benefits listed below. Please review this information carefully. To make changes, click the **Back** button at the bottom of the page. When all information displayed below is correct, click the **Submit** button at the bottom of the page. **Your benefit elections listed below will not be saved unless you click the Submit button.** Your elections will be sent to your Benefits Department for approval.

Message from webpage



Your benefit changes are accepted. Print and maintain a copy of this confirmation for your records. The printed confirmation page serves as proof of your benefit elections for the upcoming plan year.

Dis				
Long Term Dis	You have selected LTD 50% / Employee Only coverage.	\$0.00	\$3.28	
AD&D - Hartford	You have selected to decline Accidental Death/Dismemb coverage.	N/A	N/A	
Legal Insurance	You have selected to decline Legal Insurance coverage.	N/A	N/A	
Flexible Spending Accounts				

Medical Center Benefits Website

The screenshot shows the PAWS (Portal and Web Services) interface for Augusta University. At the top left is the PAWS logo, and at the top center is the Augusta University logo. A navigation bar includes links for Departments, Leadership, Apps & Tools, Events, News, Policies, and Need Help?. Below this is a 'Quick Access' bar with icons for CITRIX, NURSING, IT Help, POUNCE, Manager Services, HI Employee Self Service, SOFT-SER, TimeNet, LMS, Office 365, Lexi Comp, and All Apps. A search bar is located in the top right corner.

The main content area features a large 'JAGWIRE' banner with the text: 'Your source for university and health system news and information. Bookmark it today on your computer and mobile devices.' Below the banner is a '#getwired' hashtag and the URL 'jagwire.augusta.edu'. A 'What's New' section below the banner displays the message: 'What's New is currently unavailable. Error: The operation has timed out'.

On the left side, there is a section titled 'I Would Like To:' with a dropdown menu. A red arrow points to the 'Employee Benefits Page' option in the dropdown. Other options include Synchronicity, Go to GRHealth Web Site, Go to Desire2Learn, and Complete Annual Compliance. Below this is a 'People Finder' section with input fields for 'First Name' and 'Last Name' and a 'Search' button. Further down is an 'ITS Alerts' section with a green checkmark and the text 'All Systems Online'. At the bottom left, there is a dark blue box with the text 'CLINICAL SYSTEMS DOWNTIME PROCEDURES'.

On the right side, there is an 'Upcoming Events' section with a list of events:

- Jul 22: AU Academy of Health Science Educators
- Jul 22: EII Faculty Development Fellowship
- Aug 08: EGSC-Augusta students may begin charging fall books at the JagStore to their Financial Aid account
- Aug 17: Late Registration and Add/Drop- Sessions 1,2,3
- Aug 17: Week of Welcome

A 'View All' button is located at the bottom of the events list. Below the events is a dark blue box for 'GRU Employee Concierge Service 706-721-9522' and a yellow box for 'New Policies'. At the bottom right, there is a section for 'AUGUSTA UNIVERSITY JAG CARD' with an image of a JAG card.

Benefits Website

Explore Augusta University 



  Sign In



Departments

Leadership

Apps & Tools

Events

News

Policies

Need Help?

About HR

Contacts

Resources

Services

Benefits

Employee Assistance Program

Employee Health & Wellness

Employee Relations

Executive Onboarding

Faculty Support Services

Georgia Correctional Healthcare

Records & Information Management

Talent Acquisition & Management

Workforce Development

Employee Discounts

PAWS > pub > Human Resources > Services > Benefits

Benefits

Augusta University provides a variety of benefits to our employees. Please select which entity you are employed by to learn more about benefits available to you. This section of the intranet will help you determine which benefits are available to you, how to change your benefits and updates regarding your current benefits.

- **AU Medical Associates (Information coming soon)**
- [AU Medical Center](#)
- **Augusta University**
- **Roosevelt Warm Springs Rehabilitation & Specialty Hospitals**

[Patient Protection Affordable Care Act Update - 2015](#)

Benefits Website

PAWS PORTAL AND WEB SERVICES | **AUGUSTA UNIVERSITY** Knowles, Donna

Site Actions

Departments | Leadership | Apps & Tools | Events | News | Policies | Need Help?

About HR
Contacts
Resources
Services
Benefits
Compensation & Performance Management
Employee Assistance Program
Employee Health & Wellness
Employee Relations
Executive Onboarding
Faculty Support Services
Georgia Correctional Healthcare
Records & Information Management
Talent Acquisition & Management
Workforce Development
HR 2
HR 4
Employee Discounts

PAWS > pub > Human Resources > Services > Benefits > Benefits Main Page

Welcome to AU Medical Center Benefits

AU Medical Center offers plans that are comprehensive and competitive in the marketplace. In addition to traditional plans such as health care, dental care, and retirement, AU Medical Center also offers family-friendly and cultural benefits to attract, support, and reward the skilled employees that make AU Medical Center an Employer of Choice.

2016 Benefits Information

Health and Wellness Benefits

Medical/Pharmacy, Dental, Vision, Savings/Spending Accounts

Financial Security Benefits

Life Insurance, Retirement Savings Plan, Short Term Disability, Long Term Disability, 529 College Savings Plan, Long Term Care, and Cancer/Critical Care/Medical Gap/Accident Insurance

Accessory Benefits

Legal Insurance, Pet Insurance, and Auto/Home Insurance

To link to an image, open the tool pane and then type a URL in the **Image Link** text box.

To link to an image, open the tool pane and then type a URL in the **Image Link** text box.

IMPORTANT NEWS

[Anthem Breach FAQ's](#)

Quick Links

[Benefits Enrollment Guide](#)
[Summary of Benefit Plans](#)

[Network Providers \(find a physician\)](#)
[Benefit Forms](#)
[Order Replacement Card](#)
[Benefits at Separation of Employment](#)
[AU Healthy You](#)

Enroll or Make Changes

[Enroll in Benefits](#)
[Change My Address](#)
[Change My Beneficiary](#)
[Add or Remove Dependent from Coverage](#)

Presentations

Benefit Options
Your Benefits. Your Way.
2016 Plan Year

Medical Center Benefits Team

Phone: 706-721-7909

E-mail: AUMCBENEFITS@augusta.edu

Staff:

- Donna Knowles, Manager, Benefits and Records
- Eden Vickrey, Benefits Analyst
- Wanda Lowe, Benefits Specialist
- Joyce Loyal, Benefits Coordinator

Office Hours: Monday - Friday
8:00 a.m. to 5 p.m.

Location: 1515 Pope Avenue until Nov. 29, 2019
Dec. 2, 2019 move to: 699 Broad Street-8th

floor

Answers

Benefits Website

PAWS PORTAL AND WEB SERVICES | **AUGUSTA UNIVERSITY**

Site Actions Knowles, Donna

Departments | Leadership | Apps & Tools | Events | News | Policies | Need Help?

About HR
Contacts
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Benefit Options
Your Benefits. Your Way.
2016 Plan Year



Interpreters and Translation Services

INTERPRETERS AND TRANSLATION SERVICES

Culturally and Linguistically Appropriate Services (CLAS)



AUGUSTA
UNIVERSITY

National CLAS Standards

Department of Health and Human Services

Principal Standard (Standard 1)

To provide effective, equitable, understandable and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy and other communication needs.

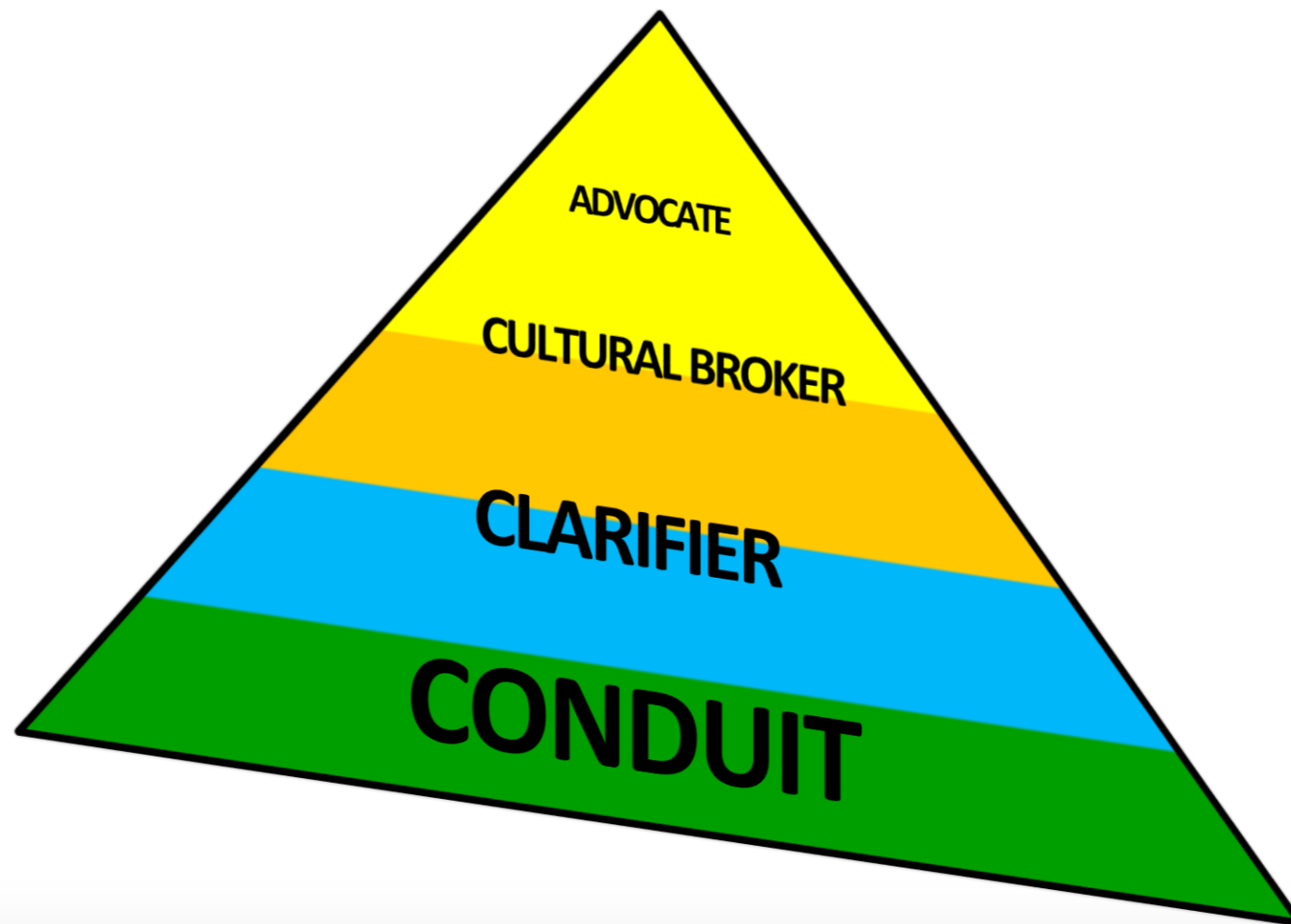
National CLAS Standards

Department of Health and Human Services

- Governance, Leadership and Workforce (Standards 2 - 4)
- Communication and Language Assistance (Standards 5 - 8)
 - ✓ Must offer and provide language assistance at every point of contact
 - ✓ Must provide to patients verbal and written notices
 - ✓ Must assure the competency of interpreters and bilingual staff
 - ✓ Must make available materials and signage
- Engagement, Continuous Improvement and Accountability (Standards 9 - 15)

Role of the Medical Interpreter

To facilitate understanding in communication between people who are speaking different languages.



Cyracom International “Blue Phone”

- Over-the-phone interpretation services 24/7
- Professional Medical Interpreters
- More than 80 languages available



DT Interpreting - Deaf Talk

- American Sign Language (ASL) Interpreters
- Live Stream ASL Interpreters 24/7
- In-Person ASL interpreters available by appointment



Legal and Accreditation Requirements

Department of Health and Human Services, Office of Minority Health

Effective March 1, 2001 the National CLAS standards. In April of 2013, new enhanced National CLAS standards were introduced for advancing and sustaining CLAS policy and practices in health care. <http://minorityhealth.hhs.gov>

The Joint Commission

Effective January 1, 2012, hospital accreditation requirements to advance effective communication, cultural competence, and patient and family centered care. <http://www.jointcommission.org>

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Diversity in higher education is critical to the social and economic future of this country. Consequently, the Commission supports the leadership role of its member institutions in promoting and sustaining diversity in all arenas of higher education. <http://www.sacscoc.org>

American Disability Act (ADA)

Effective March 1, 2012, ADA makes it illegal for a healthcare provider to ask young family members to “interpret”. <http://www.ada.gov>

Interpreters and Translation Services

[https://paws.gru.edu/pub/patient-family engagement/interpreter/Pages/default.aspx](https://paws.gru.edu/pub/patient-family%20engagement/interpreter/Pages/default.aspx)

INTERPRETERS AND TRANSLATION SERVICES

Culturally and Linguistically Appropriate Services (CLAS) 706-721-6929





Infection Prevention

Infection Prevention: What's Your Role?

Infection Prevention, Ext. 1-2224

Objectives

- Identify prevention strategies for HAI, MDROs, and HCW exposure
- Discuss the financial impact of HAI
- Recognize differences between standard and transmission-based precautions
- Discuss hand hygiene practices and requirements
- Discuss proper application and removal of PPE
- Discuss National Patient Safety Goals

IP BLAST FROM THE PAST...



A ward in the Hotel-Dieu, Paris in the 16th century. Note the religious activity, the bed sharing and the enshrouding of the dead in the open ward. (Reproduced by permission from Wangenstein OH, Wangenstein SD. The rise of surgery: from empiric craft to scientific discipline. Minneapolis: University of Minnesota, 1981:329.)

Hotel Dieu Paris 16th Century

- Monks and nuns delivered care to patients.
- Patients were fed twice a day.
- During epidemics, the census could be above 7,000 with as many as EIGHT patients sharing the same bed!!
- Wounds were washed daily with soap and water – the sponge was taken from patient to patient.
- The maternity ward was located in the basement and often the Seine River rose to empty its water and sewage directly in to the ward.
- Can you imagine how many infections there were?!

Healthcare-Associated Infections

- Healthcare-associated infections (HAIs) are infections any patient acquires while receiving medical treatment in a healthcare facility.
- HAIs are a major but often preventable threat to patient safety.

National Patient Safety Goals

- The Joint Commission National Patient Safety Goal (NPSG) 7:
 - Implement evidence-based practices to prevent healthcare-associated infections due to multi-drug resistant organisms (MDROs) in acute care hospitals.

Reportable HAIs

HAI	Increase in LOS	Excess Cost Per Patient
Catheter Associated Urinary Tract Infection (CAUTI)	1 extra day	\$1000
Surgical Site Infection (SSI)	11.2 extra days	\$20,800
Ventilator Associated Pneumonia (VAP)	13.1 extra days	\$40,000
Central Line Associated Bloodstream Infection (CLABSI)	10.4 extra days	\$45,800

<https://www.beckershospitalreview.com/quality/how-hais-lead-to-direct-indirect-and-unintended-hospital-costs.html>

NPSG 7

Two Types of Precautions

- Standard Precautions
 - Foundation of infection prevention
 - Component of the bloodborne pathogen exposure control plan
- Transmission-Based Precautions
 - Implemented for known or suspected infection with the potential to be spread

IC.02.01.01 EP3

Standard Precautions Include Practices for:

- Hand Hygiene
- PPE
- Environmental control
- Respiratory hygiene/cough etiquette
- Sharps safety
- Patient resuscitation
- Textiles and laundry

Where Do Standard Precautions Apply?

- Standard precautions are the foundation for preventing transmission of infectious diseases.
- **They apply to all patients and across all healthcare settings** (e.g., hospitals, ambulatory surgery centers, freestanding specialty care sites, interventional sites).

Patient

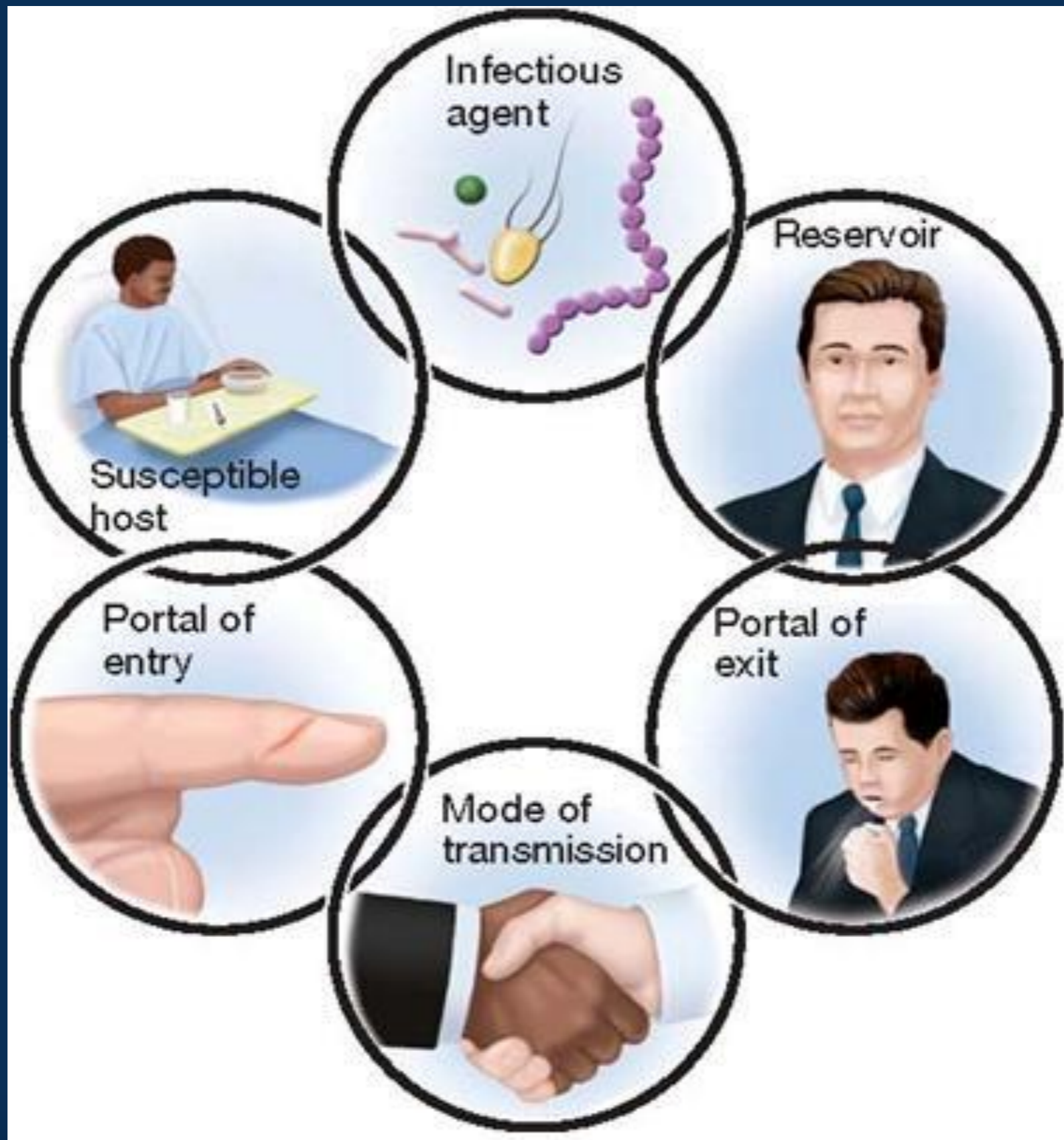
All patients regardless of diagnosis or infection status

Organism

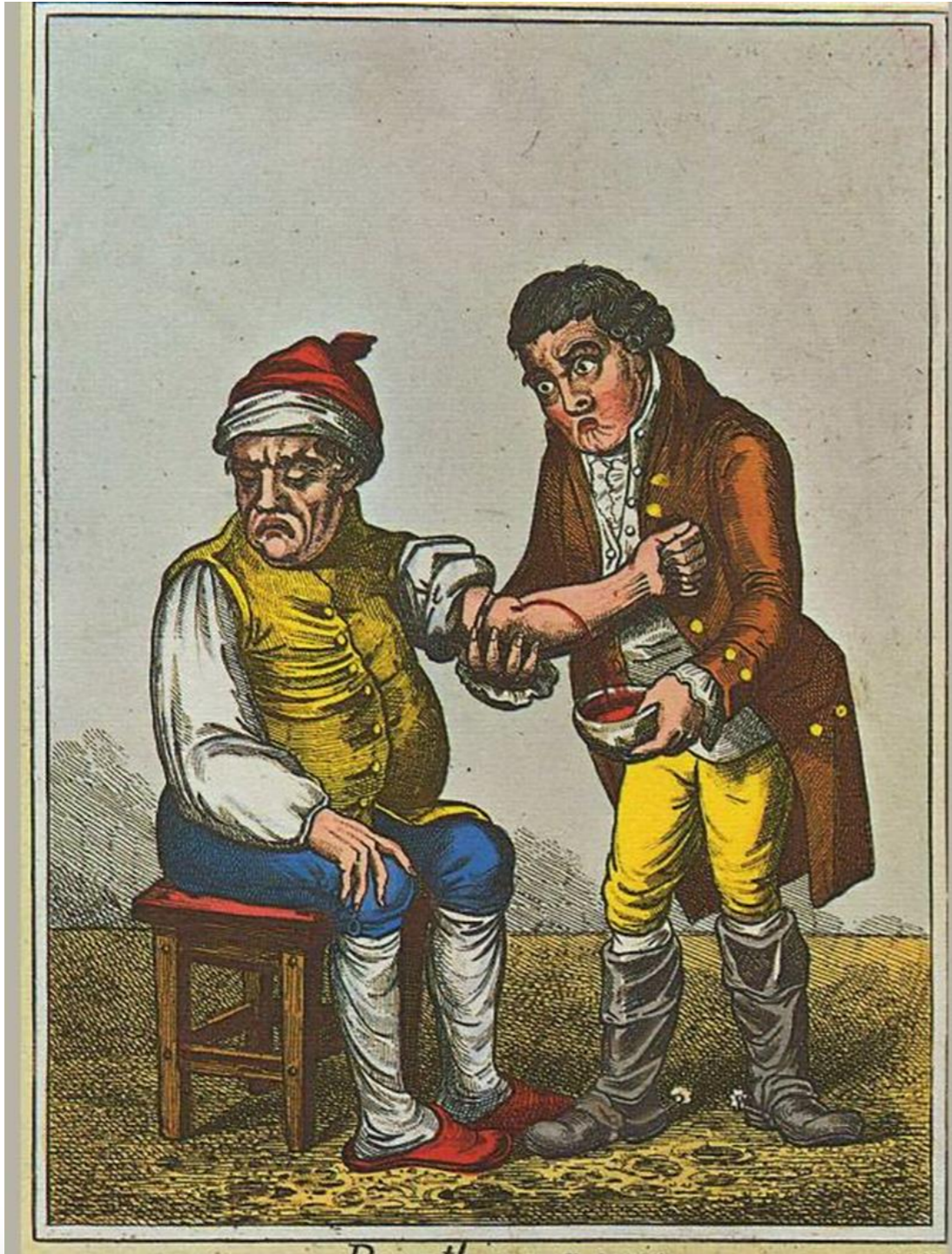


Health Care Worker
Hands

Environmental
surfaces



IP BLAST FROM THE PAST...



- This is “blood letting”
- This was done to clean the patient as a means of healing.
- One area we’ve come a long way over the past centuries is how we insert lines in to the blood stream.
- Blood stream infections are the 8th leading cause of death.

Hand Hygiene

- The most common mode of pathogen transmission is via hands!
- Clean hands are the single most important factor in preventing pathogen spread and antibiotic resistance in healthcare settings.
- Hand hygiene reduces the incidence of healthcare associated infections.



NPSG 07.01.01

Hand Hygiene

- Wearing gloves does not replace hand hygiene.
- Studies have found colonization of MRSA from MRSA-positive patients to health care personnel's hands after removal of gloves.
- It is well documented that effective hand hygiene helps reduce the spread of infections.
- Despite this evidence, Health Care Providers practice hand hygiene less than 100% of the time.

Hand Hygiene Guidelines: When?

- Entering & exiting a patient room
- Before and after patient contact
- Before and after contact with the patient's environment
- Before donning gloves and after removing gloves
- When hands will be moving from a contaminated body site to a clean body site during patient care
- When visibly dirty, contaminated, or soiled



We all must adhere to Hand Hygiene guidelines

NPSG 07.01.01

The Joint Commission Cites Individual Hand Hygiene Failures

- Beginning Jan. 1, 2018, any observation by surveyors of an individual failure to perform hand hygiene in the process of direct patient care will be cited as a deficiency resulting in a Requirement for Improvement (RFI) under the Infection Prevention and Control chapter for all accreditation programs.



NPSG 07.01.01

Alcohol-Based Hand Sanitizer

- Hospital approved alcohol based hand sanitizer (foam/gel) is an acceptable form of hand hygiene if hands are not visibly dirty.
- Apply to palm of one hand and rub hands together covering all surfaces of both hands until dry.
- **ATTENTION:** When caring for patients with **Clostridium difficile**, other spore forming bacteria, or **norovirus**, wash hands with soap and water.

Summary

- While a hand hygiene program alone cannot absolutely control disease transmission, it remains the **cornerstone of all effective prevention programs** and the foundation upon which other practices are designed.
- In this context, hand hygiene continues to offer one of the **simplest and most effective solutions to help prevent infections**, maximize patient safety, and improve healthcare outcomes across the continuum of care.

Cultures of Health Care Workers Hands

Unwashed hand



Hand after washing



Transmission Based Precautions

- Implemented for known/suspected infections with the potential to be spread from patient to patient or patient to healthcare worker.

Joint Commission NPSG 7

- Implement evidence-based practices to prevent healthcare-associated infections due to multi-drug resistant organisms (MDROs) in acute care hospitals.

IC.02.01.01 EP3

Evidence-Based MDRO Practices Include:

- Hand hygiene
- Prompt identification of colonized patients upon positive culture or readmission (MDRO code)
- Transmission-based precautions
- Environmental hygiene

NPSG 07.01.01

MDRO Codes

Code		Transmission-Based Precautions
CRE	Carbapenem Resistant/Carbapenemase producing Enterobacteriaceae	Expanded Precautions
VRS	Vancomycin Resistant Staphylococcus aureus	Expanded Precautions
CF	Cystic Fibrosis	Contact Precautions
ESB	Extended Spectrum Beta Lactamase (ESBL) producing organism	Contact Precautions

MDRO codes are only applied and removed by Infection Prevention.
Policy Tech has policies to guide you in your practice.

Multi-drug Resistant Organisms

- Patients who are identified as previously or currently positive with an organism that is transmissible in the healthcare setting have their patient label “coded” with an MDRO code specific to the organism.
- It may also be found in the “MDRO” code field in IDX and Powerchart.
- Inpatients, outpatients, HCWs, faculty, and students are coded in the same manner.

Dummy, Patient	MDR
DOB 12/1/46	EMRN: #####
Acct #: 1111111	
11/2/05 Location: XX	XXXX
* #####	

MDRO Code: Location on Banner Bar

The screenshot displays a medical software interface with a patient information banner at the top. The banner contains the following text: "Attending: Bunyapen MD, C... Dosing Weight: 0.87 kg Code Status:", "Primary Contact: <No Prim...", "MDRO:ESB Risk", and "Adv. Dir:". A red arrow points to the "MDRO:ESB" text. Below the banner is a "Documents (50)" section with a table of notes.

Time of Service	Subject	Note Type	Author	Last Updated	Last Updated By
▼ In Progress (1)					
MAR 12, 2019 14:30	Pediatric Surgery Pro...	Progress Notes	Chitragari MBBS, Ga...	MAR 12, 2019 20:47	Chitragari MBBS, Ga...
▼ Completed (49)					
MAR 13, 2019 14:53	NICU Progress Note	Progress Notes	Bunyapen MD, Chan...	MAR 13, 2019 14:55	Bunyapen MD, Chan...
MAR 12, 2019 14:14	NICU Progress Note	Progress Notes	Bunyapen MD, Chan...	MAR 12, 2019 14:18	Bunyapen MD, Chan...
MAR 11, 2019 12:44	NICU Progress Note	Progress Notes	Bunyapen MD, Chan...	MAR 11, 2019 12:46	Bunyapen MD, Chan...
MAR 11, 2019 07:38	Pediatric surgery Pro...	Progress Notes	Chitragari MBBS, Ga...	MAR 11, 2019 10:36	Hatley MD, Robyn M
MAR 10, 2019 13:41	Pediatric Surgery Pro...	Progress Notes	Chitragari MBBS, Ga...	MAR 10, 2019 14:59	Walters MD, Kennet...

Transmission-Based Precautions

- In addition to using Standard Precautions, EXTRA MEASURES must be taken to prevent the spread of certain microorganisms

STOP THE SPREAD OF GERMS!

FOLLOW THESE SIMPLE RULES!

Examples of How Germs are Spread by Contact

- Contact Precautions
 - Direct: person-to-person contact
 - Hand to hand
 - Hand to patient's skin
 - Indirect: objects to hand contact
 - Bed and Linens
 - Light switch and plumbing fixtures
 - Door knobs/plates/handles
 - TV remote

CONTACT PRECAUTIONS

ALL VISITORS: REPORT TO THE NURSES STATION

- **HANDS**



Wash before entering room, upon exit and as necessary.

- **GOWN:**



Wear to enter and inside room.

- **GLOVES:**



Wear to enter and inside room.

- **MASK:**

Not required.

- **ROOM/DOOR:**

May remain open.



PS 1935 6/11

CONTACT PRECAUTIONS

ALL VISITORS: REPORT TO THE NURSES STATION

- **HANDS**



Wash before entering room, upon exit and as necessary with **soap and water (NO alcohol hand hygiene)**.

- **GOWN:**

Wear to enter and inside room.

- **GLOVES:**



Wear to enter and inside room.

- **MASK:**

Not required.

- **ROOM/DOOR:**

May remain open.

- **CLEANING:**



Hypochlorite (diluted bleach, 1:10) solution required.



PS 2247 8/09



AIRBORNE PRECAUTIONS

ALL VISITORS: REPORT TO THE NURSES STATION

- **HANDS:**  Wash before entering room, upon exit and as necessary.
- **GOWN:** Not required.
- **GLOVES:** Not required.
- **MASK:**  Wear **N-95** mask to enter and inside the room.
- **ROOM/DOOR:** May remain closed at all times.


DROPLET PRECAUTIONS

ALL VISITORS: REPORT TO THE NURSES STATION

- **HANDS:**  Wash before entering room, upon exit & as necessary.
- **GOWN:** Not required.
- **GLOVES:** Not required.
- **MASK:**  Wear to enter & inside the room.
- **ROOM/DOOR:** May remain open.

EXPANDED CONTACT PRECAUTIONS

ALL VISITORS: REPORT TO THE NURSES STATION

- **STAFF:** Designated staff only.
- **HANDS:**  Wash before entering room, upon exit & as necessary.
- **GOWN:** Wear to enter & inside room. 
- **GLOVES:**  Wear to enter & inside room.
- **MASK:** May be required to enter room depending on source.
- **ROOM/DOOR:** May remain open.



Personal Protective Equipment (PPE)

- PPE can consist of gloves, gowns, masks, face shields, goggles
- An essential component of Standard Precautions and Transmission-Based Precautions.
- Healthcare workers choose the required items to protect themselves.
- Being able to correctly apply and remove PPE helps ensure that they work in the intended manner.
- Taking off PPE apparel ranks among the most critical of topics in infection prevention.



ALL slides on PPE are
OSHA.

How to Safely Use PPE

- Keep gloved hands away from face
- Avoid touching or adjusting other PPE
- Remove gloves if they become torn; perform hand hygiene before donning new gloves
- Limit surfaces and items touched

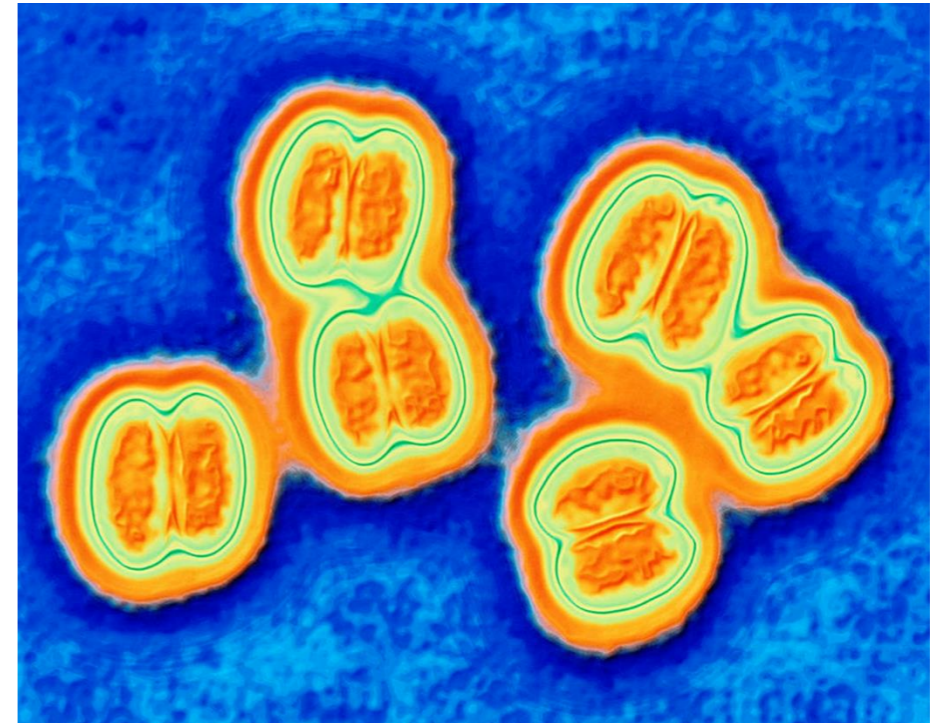
Sequence for Removing PPE

1. Gloves
 2. Hand Hygiene
 3. Face shield or goggles (if applicable)
 4. Gown
 5. At doorway, before leaving patient room
- *Airborne Precaution PPE is removed in the anteroom.
1. N-95 Mask or respirator
 2. Remove respirator outside room, after door has been closed

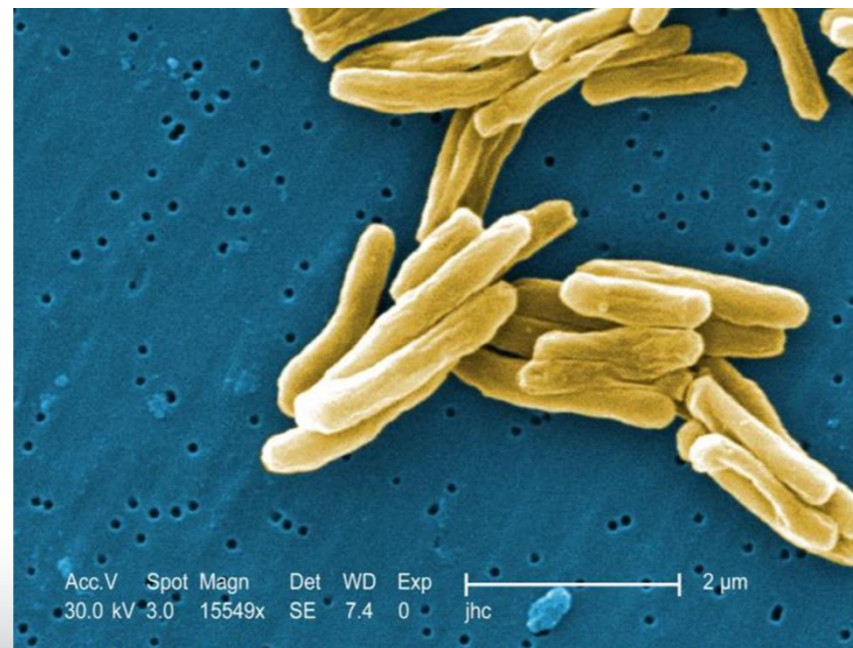
Why is PPE and Handwashing Important?



C-DIFF : USE SOAP AND WATER



Neisseria meningitidis



Tuberculosis

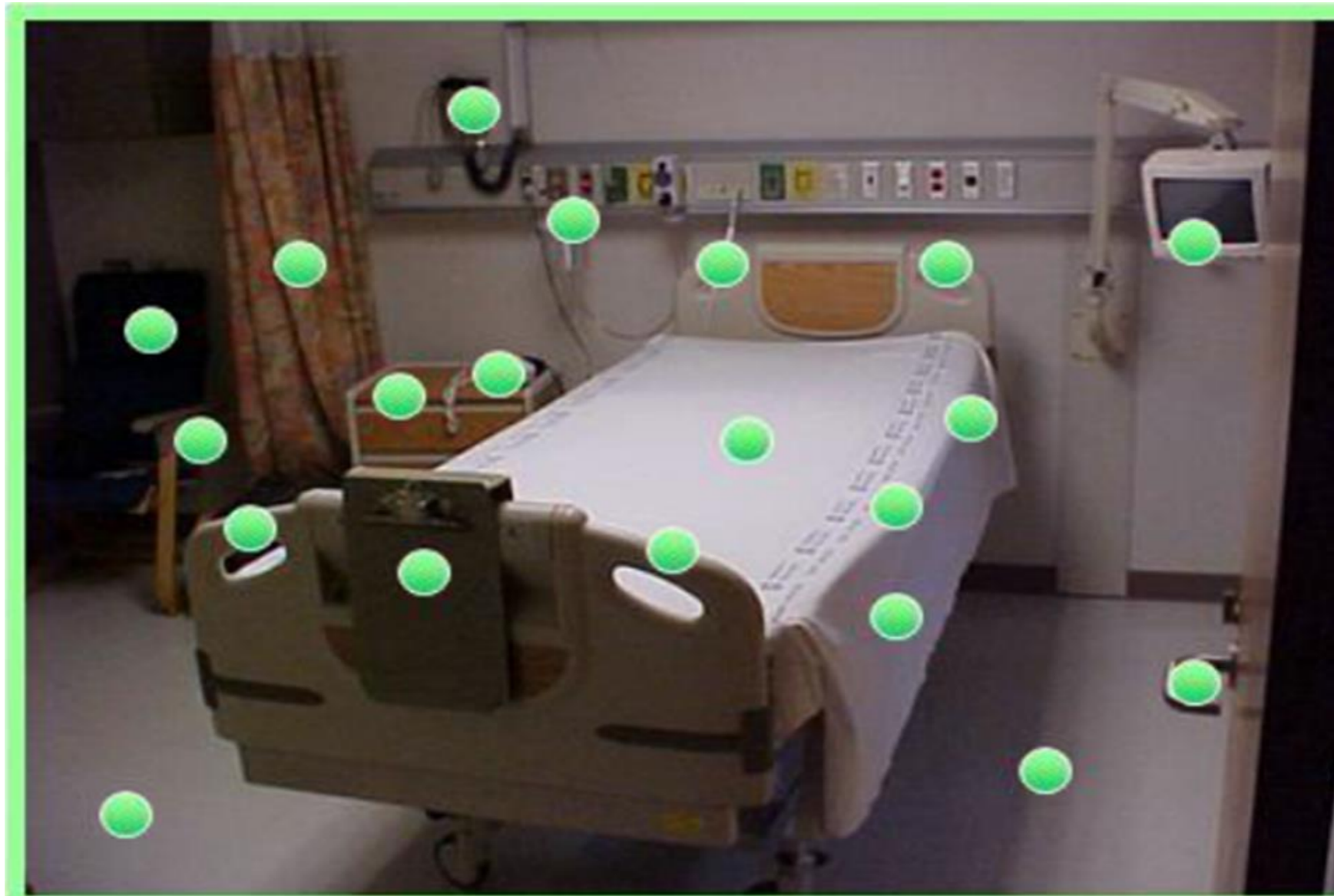
Sharps Safety

OSHA & BBP

- Never recap needles
- Use safety devices whenever possible and never alter safety mechanism of a safety device
- Report all device failures
- Place ALL sharp items (needles, vacutainers, glass) into the appropriate rigid, puncture-resistant container for transport or disposal



Environmental Hygiene: Commonly Touched Surfaces in Patient's Room



IC.02.02.01

Environmental Hygiene

- Routinely clean and disinfect the environment and other frequently touched surfaces
- Use the hospital-approved disinfectant for your area/department
- **Allow the disinfectant to have contact for the amount of time recommended by the manufacturer; if in doubt, read the label**
- Clean up blood and body substance spills promptly
- Small spills (<500 ml) – Department/Unit responsibility
- Large spills (>500 ml) – Environmental Services responsibility

INFECTION CONTROL, NPSG
(MDROs), & OSHA BBP



Super Sani—Purple

- 2 mins contact time
- Effective against 30+ microorganisms

Alcohol Free—Gray

- 3 mins contact time
- Effective against 40+ microorganisms

Bleach—Orange Wipes

- 4 mins contact time
- Effective against 50+ microorganisms



Patient Care Equipment

- Must be cleaned and disinfected **between patient use** with appropriate hospital-approved germicidal (including clinic tables, BP cuffs, etc).
- Disinfect equipment **before it leaves the patient's room.**
 - If it **cannot** be disinfected before it leaves the patient room, cover with a red biohazard bag and move to the area where it can be cleaned then disinfected.
 - Cleaned then disinfected equipment shall be **stored in the clean storage room** or covered with a clear plastic bag.



IC.02.02.01

Stethoscopes

- The bell is cleaned with an alcohol wipe **after every patient contact.**
- If a patient is on transmission-based precautions, the isolation cart should have single patient use stethoscopes dedicated for patient care.



Respiratory Etiquette

- Flu season is October through March
- Respiratory etiquette applies year round!
- Use tissues and dispose immediately after use
- Do not sneeze/cough into hands—use elbow or tissue
- Perform hand hygiene after touching face
- Use mask if necessary in public areas



OSHA & BBP

IP BLAST FROM THE PAST...



Florence Nightingale's work during the Crimean War demonstrated that safe food and water & clean environment could result in a major decrease in the patient death rate.

Healthcare Workers Risk of Exposure

- Bloodborne pathogens—occupational exposure to blood and all body substances secretions, excretions (except sweat), regardless of whether it contains visible blood
- Risks associated with:
 - Needle sticks or other sharps injury
 - Mucosal contact (eyes, inside nose and/or mouth)
 - Non-intact skin exposure



OSHA Bloodborne Pathogens and Hazard Communication Standards OSHA
3186-06R 2003 page 13

Bloodborne Pathogen Exposure

- Healthcare workers most at risk for exposure to Hepatitis B (HBV), Hepatitis C (HCV), and HIV
- Mechanisms of exposure include:
 - Contaminated needle sticks or cuts from other sharp instruments
 - Eye, nose, mouth, or non-intact skin contact with blood or other potentially infectious material
- Exposure risk is determined by YOUR tasks/duties performed
- The Bloodborne Pathogen Exposure Control Plan located in the Infection Control Manual

Alphabetic Disease Listing Location

- An alphabetical disease listing is located in Policy Tech in the Transmission Based Precautions policy
- Very helpful document for determining any isolation or precaution requirements!

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Policy Management Process

POLICY UPDATES

Vetting Policies +

Policy Matrix +

Approval Process

Policy Workflow

Roles & Responsibilities

Policy Management System

Training

Management Committees

Contact

Policy management is an integral component of operations of Augusta University and AU Health.

In order to streamline the process for drafting, revising, and approval of policies we have implemented a policy management system for the university, medical center and medical associates. Our university policies can be viewed from the [public policy library](#) or from our [policy management system](#). Health System policies are available by logging into the [policy management system](#).

To create a new policy, revise an existing policy or route any Augusta University or AU Health policy for approval you must log into our [policy management system](#). There is [training online](#) available to all employees and students on how to use the policy management system.

Click on "Policy Management System"





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POLICYTECH
Policy & Procedure Management

Lisa Duker

transmission based

Type "transmission based" in the search bar and click the magnifying glass to search

- [All]
- 1. Policies & Procedures (358)
- 2. Departmental Policies & Procedures (22)
- 3. Standard Operating Procedures (167)
- 4. Protocols (88)
- 5. Guidelines (5)
- 6. Scopes of Services (93)
- 7. Governance (2)
- 8. Plans (12)

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POLICYTECH Policy & Procedure Management

BROWSE

Site: Augusta University Medical C... My Relationship: All Status: Published

Search: transmission based

Categories: All Categories + Documents ABC

Type	Title	Actions	Ver #	Status
[All]	Transmission Based Precautions Policy	...	1	Approved

Procedures (22)

- 3. Standard Operating Procedures (167)
- 4. Protocols (88)
- 5. Guidelines (5)
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Transmission Based Precautions... v.1 ☆ Options 12

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**AU Medical Center
Policy Library**

Transmission Based Precautions Policy

Policy Owner: Epidemiology

POLICY STATEMENT
Transmission-based precautions (TBP) will be initiated and discontinued as per the Centers for Disease Control and Prevention's (CDC) guidelines in efforts to prevent disease exposure and transmission amongst patients, visitors, and healthcare workers.

AFFECTED STAKEHOLDERS
Indicate all entities and persons within the Enterprise that are affected by this policy:

- Administrative Services
- Hired Staff
- Housestaff/Residents & Clinical Fellows
- Leased staff

Done 100%

Click the "attachments" tab

Transmission Based Precautions... v.1 ☆ Options 12

View Document Attachments Tools

Attachments

Click a file below to open or download.

Type	File Name
	Addendum 1, Alphabetical Disease-Organism Listing.pdf
	Addendum 10, TBP Cart Inventory List.pdf
	Addendum 11, Playroom Visitation.docx
	Addendum 12, Transporting patients on TBP.docx
	Addendum 2, Airborne Precautions.docx
	Addendum 3, TBP for CHOG Primary Care Family Members.docx

Notice: Attestation is not tracked on attachments and links.

OK

Done 100%

Click Addendum 1 to view

Transmission Based Precautions (929)
 Addendum I, Alphabetical Disease/Organism Listing for Transmission-Based Precautions
 Page 1 of 50

Use the table below as a guide for applying the appropriate transmission-based precautions; additional measures may be required and assessed on a case by case basis. Upper respiratory viral infections in young pediatric patients (infants through 5 years of age) require contact and droplet precautions for the duration of illness.

DISEASE/ORGANISM	CATEGORY OF PRECAUTIONS	INFECTIVE MATERIAL	DURATION OF PRECAUTIONS	COMMENTS
Abscess				If specific organism isolated, see specific listing for further precautions.
Draining, major	Contact	Drainage	Duration of drainage or until contained by dressing	Major = no dressing or dressing does not adequately contain the drainage.
Draining, minor or limited; not draining	Standard	Drainage		Minor or limited = dressing covers the wound and adequately contains the drainage, closed drainage system adequately contains the drainage, or infected area is small such as a stitch abscess.
Acquired Immunodeficiency Syndrome (AIDS) (See Human Immunodeficiency Virus)				
Actinomycosis	Standard			No person to person transmission.
Adenovirus Infection (See agent specific guidance under conjunctivitis, gastroenteritis, respiratory infection, pneumonia)	Droplet and Contact	Respiratory secretions and feces	Duration of hospitalization	In infants and immunocompromised patients, see Respiratory Syncytial Virus (RSV). During epidemics patients believed to have adenovirus infection may share the same room. Consult with Hospital Epidemiology at such times.
AIDS (See Human Immunodeficiency Virus Infection)				

Addendum No.: 1
 For Policy No.: 929
 Originally Issued: 10/01/1988
 Last Revision: May 2016

Employee Exposures

- Employee Health and Wellness handles employee bloodborne pathogen exposures.
- During business hours, call Employee Health and Wellness to receive packet of forms.
- After business hours, go to the ED. Always follow up with Employee Health and Wellness.
- For more information, call Employee Health and Wellness at 706-721-3418.

Do the right thing...

Help to prevent infections—we are all in this together!



Questions?

Thank You

