

# ***AU Health System***

## **Benefit Options**

**Your Benefits. Your Way.**



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Agenda    Important Information

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Benefit Plan Options

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Retirement/Cobra Benefits

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Employee Assistance Program

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Employee Care Programs

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Getting Started

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# Our Commitment To You

AU Medical Center is committed to offering the best possible benefits at the lowest possible price.

# Are you Benefits Eligible?

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

# Core Benefits - FREE

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Hire  
Date

Basic Life/ADD -  
\$25,000

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Spousal Life -  
\$1,000

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Child Life - \$1,000

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At  
One  
Year

Short-Term Disability –  
50%

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Long-Term Disability –  
50%

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# Coverage Date Options

## Health/Dental

- Hire Date or First of Following Month

For First of Following Month Enrollment – email  
[AUMCBENEFITS@augusta.edu](mailto: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.

# Additional Enrollment Opportunities

- 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 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
  - 1<sup>st</sup> page of federal tax form (1040/1040a/1040ez)
- 
- Current Social Security Card



# Medical/Pharmacy

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Plans      Select (PPO)

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Choice (HDHP)

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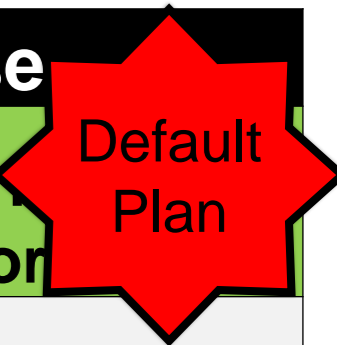
Base (PPO)

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AU Medical Center is self-insured.

- Medical claims processed through UMR
- Prescription claims processed through Navitus

<b>Plan Features</b>	<b>Select</b>	<b>Choice</b>	<b>Base</b>
	<b>In-Network/UHC Network</b>	<b>In-Network/UHC Network</b>	<b>In-Network Network</b>
<b>Deductible</b>			
<b>Individual</b>	<b>\$500/\$750</b>	<b>\$1,500/\$2,000</b>	<b>\$2,000/\$4,000</b>
<b>Family</b>	<b>\$1,000/\$1,500</b>	<b>\$3,000/\$4,000</b>	<b>\$6,000/\$8,000</b>
<b>Annual Out-of-Pocket Max</b>	<b>Deductible included</b>	<b>Deductible included</b>	<b>Deductible included</b>
<b>Individual</b>	<b>\$4,000/\$5,000</b>	<b>\$4,500/\$6,000</b>	<b>\$5,000/\$5,100</b>
<b>Family</b>	<b>\$8,000/\$10,000</b>	<b>\$9,000/\$12,000</b>	<b>\$10,000/\$10,200</b>
<b>Coinsurance</b>	<b>20%/45%</b>	<b>20%/30%</b>	<b>35%/50%</b>



*No out of network benefit  
Exception: Emergency Medicine*

# Pharmacy

	<b>In-Network Provider Employee Pharmacy</b>	<b>Out-of-Network Provider Employee Pharmacy</b>	<b>Retail Pharmacy</b>
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	\$15 / \$30	\$30 / \$60	Must fill at Medical Center Employee Pharmacy
Specialty	\$50 (30 day supply)	\$80 (30 day supply)	Must fill at Medical Center Employee Pharmacy

# Medical Premiums

	<u>Without</u> Tobacco-Free Incentive		<u>With</u> Tobacco-Free Incentive	
	<u>Bi-Weekly</u>	<u>Monthly</u>	<u>Bi-Weekly</u>	<u>Monthly</u>
<b>Employee Only</b>	76.12	164.92	56.89	123.26
<b>Employee + Spouse</b>	147.24	319.00	128.00	277.34
<b>Employee + Child(ren)</b>	104.57	226.55	85.34	184.89
<b>Family</b>	175.68	380.62	156.44	338.96

Example=Choice plan premiums

# Smoking Cessation

## ❖ Medical Benefits

- Initial clinic visit
- Behavioral counseling
- Pharmacotherapy

## ❖ Cessation Classes

- Develop your quit plan
- Gain skills to cope with nicotine addiction

**Appointments : Call 706-721-6744**



# Medical Plans Spousal Surcharge

Additional \$100 monthly premium to cover spouse on AU Medical Center health plan if they are eligible for group health through their own employer.

# Dental Plans

	Core	Value
<b>Annual Deductible</b>	\$50 individual/ \$150 family	\$50 individual/ \$150 family
<b>Coinsurance</b>	0% preventive 20% basic 50% major and orthodontic	0% preventive 20% basic 50% major
<b>Annual Maximum</b>	\$1,350	\$1,000
<b>Orthodontia Lifetime Maximum</b>	\$1,500 per member	N/A

Administered through Delta Dental

# Vision Plans

	Value Plan Materials Only	Elite Plan Includes eye exam
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	\$250 retail benefit, 15% discount on balance over \$250
Eye Exam	No Coverage	\$10 co-pay In-Network. One exam per member, per year.

Administered through EyeMed



# Health Savings Accounts

	HSA	FSA's *		
	Individual Family	Medical**	Limited Purpose**	Dependent Care
Eligibility	•Choice Plan	•Select Plan •No Medical Center Plan	•Choice Plan •Other HDHP	•Any Plan
Reimbursements	•Medical •Dental •Pharmacy •Vision	•Medical •Dental •Pharmacy •Vision	•Dental •Vision	•Dependent Day Care
Annual Contributions	•Individual \$3,500 •Family \$7,000	\$100-\$2,600	\$100 - \$2,650	\$100-\$5,000

\*Use it or Lose it Rule

\*\* \$500 carryover if continuing plan for following year

Administered through Bank of America

# Health Saving Account (HSA)

- You own your account
- Pre-tax payroll deductions
- Age 55 + annual catch-up contributions of up to \$1,000
- AU Medical Center (your employer) contributes \$500/\$875 if you are also enrolled in the Choice Plan
- Earn up to \$500 Wellness Incentives
- Use to pay qualified out-of-pocket medical expenses

# Wellness Incentive

## Earn up to \$500 Wellness Incentives

- Complete
  - Biometric Screening
  - Clinical Health Risk Assessment
- Earn points by completing a variety of educational, fitness, and preventative activities.
  - Each point earned equals \$1.00.
  - Wellness Incentive Contributions per year.

***You must be enrolled in a AUMC Medical Plan as of January 1<sup>st</sup> of the plan year to be eligible to participate in the Wellness Incentive.***

# 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

## Short-Term Disability

- 50% coverage level
  - 14 day waiting period
  - Up to 12 weeks of coverage
  - Up to \$1,000 /week
- 60% coverage
  - 7 day waiting period
  - Up to 12 weeks of coverage
  - Up to \$1,500/week

## Long-Term Disability

- 50% coverage level
  - 120 day waiting period
  - 48 months of coverage
  - Up to \$6,000/month
- 60% coverage level
  - 90 day waiting period
  - Coverage to SS Normal retirement age
  - Up to \$6,000/month

Administered through Mutual of Omaha

# Retirement

## 403(b) and 401(a) retirement plan

- Vested on hire date
  - Pretax contributions
  - 100% match on first 5% you contribute
- 
- Valic local office 706-722-4600

Administered through VALIC

# 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](mailto:croca@augusta.edu)

706-721-3634



# Additional Benefits Available

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## Plans

529 College Savings –  
*Blackrock/Valic*

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Auto/Home Insurance-  
*Travelers*

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Cancer/Critical Care/Medical Gap/Accident –  
*Colonial Life*

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Legal-  
*Hyatt Legal*

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Pet Insurance-  
*Nationwide*

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“Your benefits are part of your total compensation package. Human Resources benchmarks salaries of staff and benefit programs to advance the competitiveness of our compensation program.”

# Value-Added Benefits

AU Medical Center provides competitive benefits and contributes to the cost of these benefits.

<b>Health Insurance</b>	<b>\$16,616,038</b>	Approx 60 – 70% of the total cost
<b>Retirement Savings</b>	<b>\$ 9,463,689</b>	Dollar for dollar up to 5%
<b>Disability (STD/LTD)</b>	<b>\$ 1,124,605</b>	100% of 50% Option
<b>Life Insurance</b>	<b><u>\$ 455,592</u></b>	100% of 1X Basic Life/ADD
	<b>\$27,659,925</b>	

*Your benefits are part of your total compensation package, and, Human Resources benchmarks salaries of staff to advance the competitiveness of our compensation program.*

# 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

# 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

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



Start your Real Appeal success story at

[getreal.realappeal.com](https://getreal.realappeal.com)

For the best experience, access Real Appeal from your own device.

© Real Appeal 2017 #TT1220

Employees enrolled in an AU Medical Center Health Plan may participate in a free weight loss program. The Real Appeal Program includes:

- A Real Appeal Success Kit
- Weight loss coaching for one year
- On-line support
- Comprehensive suite of digital tools to support/track progress

# 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

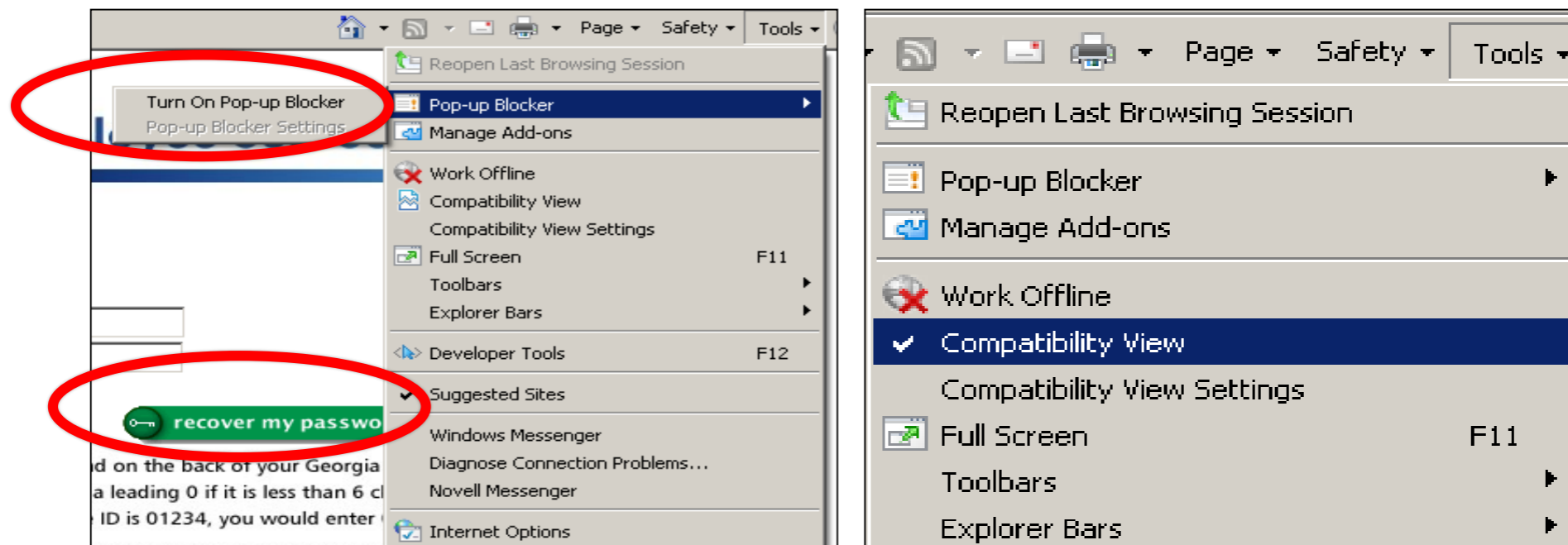
- Unknown beneficiaries

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](http://jagwire.augusta.edu)

 **ITS Alerts**

All Systems Online

**What's New** [View More](#)

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

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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.

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### 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:

### Work Location

 update

Effective Date:

Building Code:

Room Number:

Phone Number:

Cell Phone Number:

Work Email Address:

### 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

---

 ok

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](#)

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

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- [W-2 History](#)
- [Voluntary Deduction\(s\)](#)

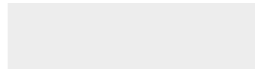
Benefits

- [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





Personal

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Benefits

- First Time Enrollment
- Benefit Statement
- Benefit Beneficiaries

The following is a list of your current, active dependents. Feel free to make any necessary changes or additions and click the Next button to continue.

There are no dependents on file.

 add  back  next



Enter and Verify  
Dependent  
Information

### Add Dependent

- Personal Data
- Address Information
- E-Mail Address
- Dependents
- Education
- Emergency Contacts
- Change Password
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### Benefits

- First Time Enrollment
- Benefit Statement
- Benefit Beneficiaries

First Name:

Middle Initial:

Last Name:

Second Last Name:

Social Security Number:

Relationship:  ▼

Date of Birth:  (eg. mm/dd/yyyy)

Gender:  ▼

Full-Time Student:  Yes  No

Disability:  ▼

New dependents must have valid documentation uploaded in order to verify their status as dependents.

If you do not have an electronic documentation file that can be uploaded at this time, please click Cancel and return when you are ready to upload the file.



## 2 Verify Dependent Information

The following is a list of your current, active dependents. Feel free to make any necessary changes or additions and click the Next button to continue.

### Dependent 1:

[Redacted]



update



delete

Social Security Number:

[Redacted]

Relation To Employee:

Date Of Birth:

Gender:

Full Time Student:

Disability:



add



back



next

### Payroll

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# Uploading Dependent Verification Document(s)

Have your dependent's document(s) already saved for access, (flash drive, storage device, file etc.)

Browse, select document ,upload and submit

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of menu items: Education, Emergency Contacts, Change Password, Job Reviews, Salary History, Skills Information, Certifications, Employee Files, Training Classes, Training Enrollment, Work Address Information, Payroll (highlighted), W-4, and Paid Time Off. The main content area has a header with an orange bar and a note: "\* = Required." Below this, there is a form with the following fields: "\*Description:" with the value "Document", and "Date Loaded:" with the value "02/23/2015". The form includes three steps: Step 1. Select File to Upload (25MB Maximum Size): C:\Documents and Settings\Cmchnai Browse...; Step 2. Upload the file: upload; and Step 3. Click the Submit button below AFTER you have clicked the upload icon. At the bottom of the form, there is a note: "To allow blocked content, click on the yellow bar at the top of your screen, 'Click here for options...!', click Display Blocked Content." and two buttons: submit and cancel.

\* = Required.

\*Description: Document

Date Loaded: 02/23/2015

Step 1. Select File to Upload (25MB Maximum Size): C:\Documents and Settings\Cmchnai Browse...

Step 2. Upload the file: upload

Step 3. Click the Submit button below AFTER you have clicked the upload icon.

To allow blocked content, click on the yellow bar at the top of your screen, 'Click here for options...!', click Display Blocked Content.

submit cancel



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- Voluntary Deduction(s)

Benefits

- First Time Enrollment

Please verify that the following information is correct. To make changes, click the Back button. When all information is correct, click the Next button to continue.

Name:

Address:

City:

State:

Zip:

Social Security Number:

Date of Birth:

Date of Hire:

**Final  
Verification of  
Information**



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Benefits

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- Benefit Statement
- Benefit Beneficiaries

Your benefits are an important part of your total compensation at Georgia Regents Medical Center. You have a range of benefits, including health, dental, vision, life, disability and numerous voluntary insurance plans. Please refer to GRMC's 2014 Enrollment Guide for information about each of the benefits shown below.

GRMC provides benefits-eligible employees with a flexible benefits program. This means that you decide how you will spend GRMC's benefits dollars. Elect plans that meet you and your family's needs.

Save on your Medical Coverage! Get \$41.67 per month health insurance premium reduction by:

- Pledging that you and your covered dependents are tobacco-free.

Click here to make this pledge.

Tobacco-Free Attestation



Save on your medical coverage by removing your spouse from your health plan if he/she is able to obtain group health coverage through their own employer. Otherwise, a \$100 monthly/\$46.15 biweekly spousal surcharge will be applied. If you want to continue spousal coverage, but you fail to complete the spousal attestation, your spouse will not be added to the plan.

Click here to attest to spousal coverage..

Spousal Surcharge Attestation



Voluntary Benefits

Not all of GRMC benefit plans are part of your core benefit package. Benefits such as Dependent Spousal, Dependent Child Life Insurance, and Legal insurance are known as voluntary benefits. Because you contribute to voluntary benefits on an after-tax basis, they do not qualify for inclusion in FlexChoice under IRS Section 125 rules.

Enrollment Instructions

The ★ icon is used to indicate your current and active benefits.

The ▲ icon is used to either indicate the default benefits that have been assigned to you or the benefits you have selected if you have previously accessed First Time Enrollment. You may unselect any of these benefits, but the blue triangle will remain indicating that it is active until you have submitted your new selections.

If a plan appears with a gray background, it is because you do not have the minimum number of dependents required by the plan.

To add or update dependents, click on this button:

Dependents

To make changes to your benefit elections, please select the plan you would like by clicking the checkbox in



I hereby attest that neither I, nor anyone else covered under my MCG Health, Inc. (d/b/a Georgia Regents Medical Center) health insurance plan (if electing Employee + Child/ren, Employee + Spouse, or Family coverage), use tobacco products of any kind, and that during this insurance year, I/we will abstain from tobacco use.

I make this attestation with full knowledge that, in return I am receiving a \$41.67 monthly reduction toward my GRMC health insurance premium. I understand that the use of tobacco products of any kind during the insurance year is a violation of the Tobacco-Free Incentive program.

I also understand upon completion of an approved voluntary smoking cessation program, I am able to bring a signed attestation statement, plus, proof of completion, to Benefit Programs, Human Resources and will begin receiving tobacco-free incentive at the beginning of the next payroll period. Once approved, a smoking cessation program certificate of completion will be allowed per employee, per year, to be eligible to receive the non-tobacco incentive.

In signing this statement, I attest that upon entering into this agreement I may be randomly selected for nicotine and metabolites testing. Nicotine is present as an alkaloid in tobacco products and as a metabolite of nicotine. The presence of anabasine or nornicotine in urine indicates current tobacco use, irrespective of whether the subject is on nicotine replacement therapy, which may indicate I am in direct violation of the terms of the incentive program. The presence of nornicotine without anabasine is consistent with use of nicotine replacement products. I understand that if I violate the terms of this incentive program, GHSMS Medical Center has authority to terminate my health insurance coverage and/or my employment, and, I understand I will be obligated to repay the organization for any tobacco-free incentives used during the plan year in which I received this benefit, and, will be ineligible from future incentives through the remainder of the plan year.

The Genetic Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting, or requiring, genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo's lawfully held by an individual or family member receiving assistive reproductive services. Reasonable alternatives may be made for someone who cannot achieve the criteria set forth in the attestation statement. GRMC does not discriminate against those who refuse to participate in this program.

Employee#:

Employee Name:

Date:

Social Security#:

**accept** **decline**

[ Please click on the Display button to see your medical plan elections for 2014. ]

Personal

- Personal Data
- Address Information
- E-Mail Address
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- Education
- Emergency Contacts
- Change Password
- Job Reviews
- Skills Information
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- Training Classes
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- Work Address Information

Payroll

- W-4
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- Paycheck Information
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Benefits

- First Time Enrollment
- Benefit Statement
- Benefit Beneficiaries



Plan	Coverage	Start Date	Cost/Pay Period	Select
Base Medical	Employee Only	02/01/2014	60.78	<input checked="" type="checkbox"/>
Base Medical	EE + Child(ren)	02/01/2014	104.40	<input type="checkbox"/>
Base Medical	EE + Spouse	02/01/2014	146.98	<input type="checkbox"/>
Base Medical	Family	02/01/2014	175.37	<input type="checkbox"/>
Choice Medical	Employee Only	02/01/2014	76.12	<input type="checkbox"/>
Choice Medical	EE + Child(ren)	02/01/2014	104.57	<input type="checkbox"/>
Choice Medical	EE + Spouse	02/01/2014	147.24	<input type="checkbox"/>
Choice Medical	Family	02/01/2014	175.68	<input type="checkbox"/>
Select Medical	Employee Only	02/01/2014	115.98	<input type="checkbox"/>
Select Medical	EE + Child(ren)	02/01/2014	164.34	<input type="checkbox"/>
Select Medical	EE + Spouse	02/01/2014	236.90	<input type="checkbox"/>
Select Medical	Family	02/01/2014	285.27	<input type="checkbox"/>

Decline Coverage

Dental

[ With your dental plan, you can visit any dentist, but your expenses will be less and your benefits will go further if you use a dentist in the Delta Dental PPO Network or their Premier Network. The dental plan has a preventive incentive that will pay benefits for routine exams, cleanings, full mouth and bitewing x-rays, as well as fluoride treatments, without applying those paid benefits towards your annual maximum benefit of \$1,350. ]

Plan	Coverage	Start Date	Cost/Pay Period	Select
Core Dental	Employee Only	02/01/2014	15.70	<input type="checkbox"/>
Core Dental	EE + Spouse	02/01/2014	26.28	<input type="checkbox"/>
Core Dental	EE + Child(ren)	02/01/2014	27.60	<input type="checkbox"/>

Georgia Regents Medical Center is committed to providing affordable health care benefits to all eligible employees. In order to ensure that eligible employees have adequate health care coverage, it is our policy that employees who are eligible for health insurance may not decline the GRMC medical coverage for the current plan year unless the employee provides proof of other medical insurance. Your election to decline coverage will be effective upon verification if information is provided below. Employees must notify the Human Resources, Benefit Programs office if coverage is lost elsewhere within 30 days of the event, in order to come back on to one of our plans.

Health

Insurance

Company Name:

Primary Member

Name:

Member

Number:

Effective Date

of Coverage:



**accept**



**decline**



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[ During your First Time Enrollment or annually during Open Enrollment, you decide how much of your pre-tax income you want to put into your FSA. For 2014, you may contribute: • Between \$100 and \$2,500 into your Traditional Health Care FSA. Remember, all FSAs are subject to the Internal Revenue Service's "use it or lose it" rule. This means that if you have any unused funds left over at the end of the plan year, you forfeit those funds. The traditional Health Care FSA enables you to reimburse yourself for eligible medical, pharmacy, dental, and vision expenses. You may enroll in this FSA if you are electing the Medical Select Plan or if you are waiving medical coverage. ]

Decline Coverage

Health Savings Accounts



[ 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 GRMC employment. If you enroll in the Medical Choice Plan, you are also enrolled in to the HSA with the ability to contribute pre-tax dollars in to your account. For 2014, the federal combined employee/employer annual contribution limit is \$3,300/individual or \$6,550/family. GRMC will contribute \$500/individual or \$875/Family initially in to your health savings account at the time you receive your first pay check of 2014 and you can earn up to an additional \$500 by completing wellness incentives. ]

HSA	Maximum	Amount	Start Date	Cost/Pay Period	Select
Catch-Up HSA	1,000.00		02/01/2014		<input type="checkbox"/> contribution
[ Choice (HDHP) plan members who are 55 years old or older in age have the ability to contribute an additional \$1,000 per year in to a Catch-Up HSA. ]					
Employee HSA	3,300.00		02/01/2014		<input type="checkbox"/> contribution
[ Choice (HDHP) plan members who have employee only coverage can elect the employee HSA. ]					
Family HSA	6,550.00		02/01/2014		<input type="checkbox"/> contribution
[ Choice (HDHP) plan members who have Employee + Child(ren), Employee + Spouse, or Family coverage, can elect the Family HSA. ]					
Decline Coverage					<input checked="" type="checkbox"/>





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Employee HSA

Enter the amount you wish to contribute:

100.00



It cannot exceed 3,300.00.



Note: enter the ANNUAL amount

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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

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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 X



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 displays the PAWS (Portal and Web Services) interface for Augusta University. At the top left, the PAWS logo is accompanied by the text 'PORTAL AND WEB SERVICES'. To its right is the Augusta University logo and name. A search bar and a 'Sign In' link are located in the top right corner. A horizontal navigation bar contains links for 'Departments', 'Leadership', 'Apps & Tools', 'Events', 'News', 'Policies', and 'Need Help?'. Below this is a 'Quick Access' section with various application icons including Citrix, Nursing, IT Help, Pounce, Manager Services, HI Employee Self Service, Soft-Ser, TimeNet, LMS, Office 365, and Lexi Comp. The main content area is divided into several sections: 'I Would Like To:' with a dropdown menu (highlighted by a red arrow pointing to 'Employee Benefits Page'), 'People Finder' with search fields for 'First Name' and 'Last Name', 'ITS Alerts' showing 'All Systems Online', and a 'CLINICAL SYSTEMS DOWNTIME PROCEDURES' banner. The central focus is the 'JAGWIRE' banner, which reads 'Your source for university and health system news and information. Bookmark it today on your computer and mobile devices.' It includes the hashtag #getwired and the URL jagwire.augusta.edu. Below the banner is a 'What's New' section with a 'View More' button and an error message: 'What's New is currently unavailable. Error: The operation has timed out'. To the right, an 'Upcoming Events' section lists events from July 22 to August 17, including 'AU Academy of Health Science Educators', 'EII Faculty Development Fellowship', 'EGSC-Augusta students may begin charging fall books...', 'Late Registration and Add/Drop- Sessions 1,2,3', and 'Week of Welcome'. At the bottom right, there are banners for 'GRU Employee Concierge Service 706-721-9522', 'New Policies', and 'AUGUSTA UNIVERSITY JAG CARD' with an image of a 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**

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



# Important

- First time enrollment is open for 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
- We are unable to refund premiums if you are defaulted and later provide proof of other coverage
- Make sure to have documents before enrolling
- Send Email to Benefits to begin coverage on hire date if needed
- Please, allow 7 to 14 days after on-line enrollment to receive cards
- Spousal surcharge, tobacco attestation, and proof of other coverage – roll from previous year.

# Medical Center Benefits Team

Phone: 706-721-7909

E-mail: [AUMCBENEFITS@augusta.edu](mailto:AUMCBENEFITS@augusta.edu)

Staff:

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

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

Location: 1515 Pope Avenue





## **New Hire Orientation**

# 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.

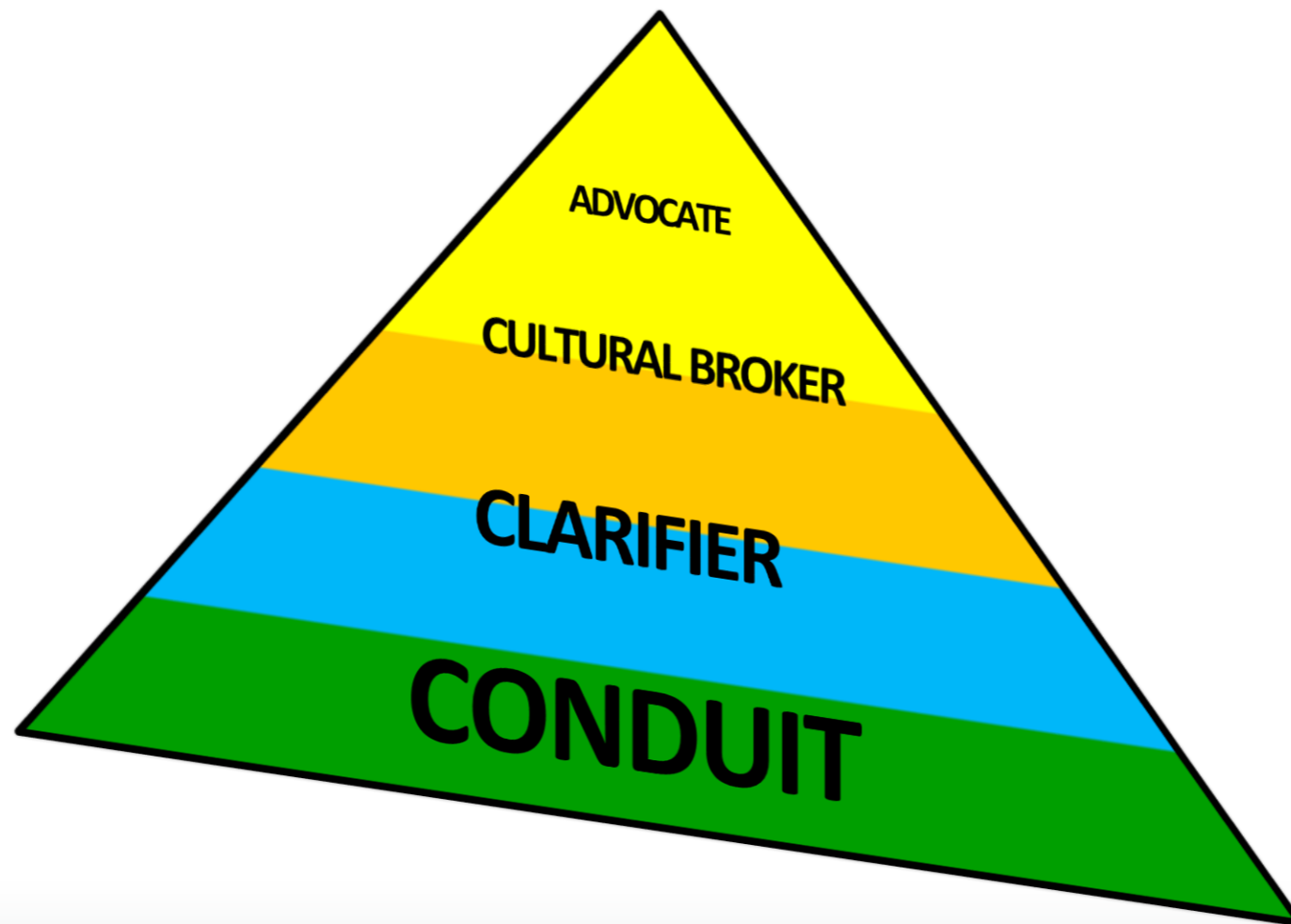
# National CLAS Standards

## 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_engagement/interpreter/Pages/default.aspx)







## **New Hire Orientation**

# 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

# 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
<b>Catheter Associated Urinary Tract Infection (CAUTI)</b>	1 extra day	\$1000
<b>Surgical Site Infection (SSI)</b>	11.2 extra days	\$20,800
<b>Ventilator Associated Pneumonia (VAP)</b>	13.1 extra days	\$40,000
<b>Central Line Associated Bloodstream Infection (CLABSI)</b>	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

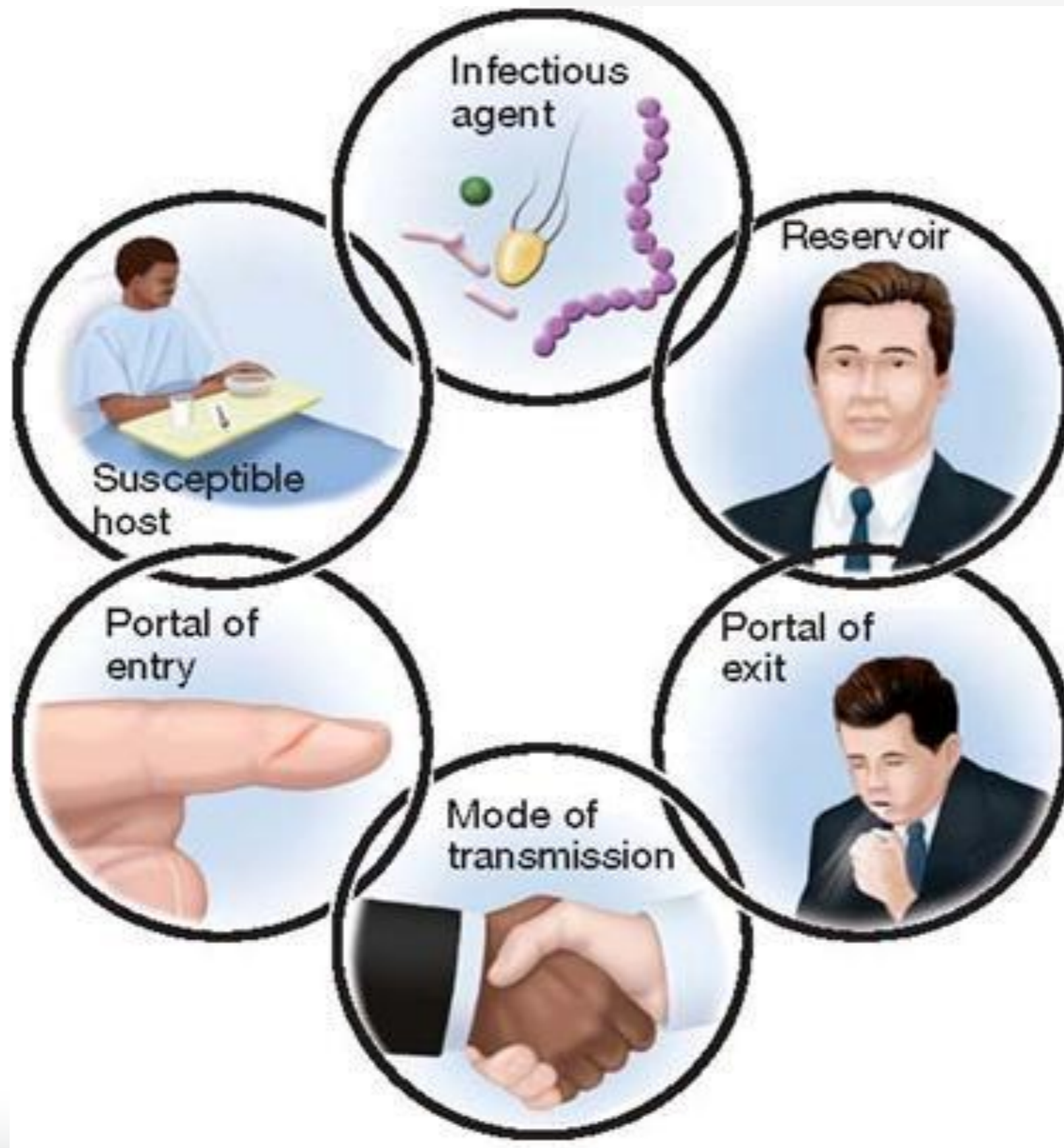
All patients regardless of diagnosis or infection status

# Organism



Health Care Worker  
Hands

Environmental  
surfaces



# 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?

- Before and after patient contact
- Before and 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.

# 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
<b>CRE</b>	Carbapenem Resistant/Carbapenemase producing Enterobacteriaceae	Expanded Precautions
<b>VIS</b>	Vancomycin Intermediate Staphylococcus aureus	Expanded Precautions
<b>VRS</b>	Vancomycin Resistant Staphylococcus aureus	Expanded Precautions
<b>CF</b>	Cystic Fibrosis	Contact Precautions
<b>ESB</b>	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	<b>MDR</b>
DOB 12/1/46	EMRN: #####
Acct #: 1111111	
11/2/05 Location: XX	XXXX
* #####	

# MDRO Code: location on banner bar

The screenshot displays an EHR interface with a patient banner at the top. The banner contains the following information: "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" code. Below the banner is a navigation menu on the left and a main content area showing a list of documents (50) under the "Epidemiology" tab. The document list includes columns for Time of Service, Subject, Note Type, Author, Last Updated, and Last Updated By.

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.

PS 1936 4/12

# 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.

12.2015

# 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

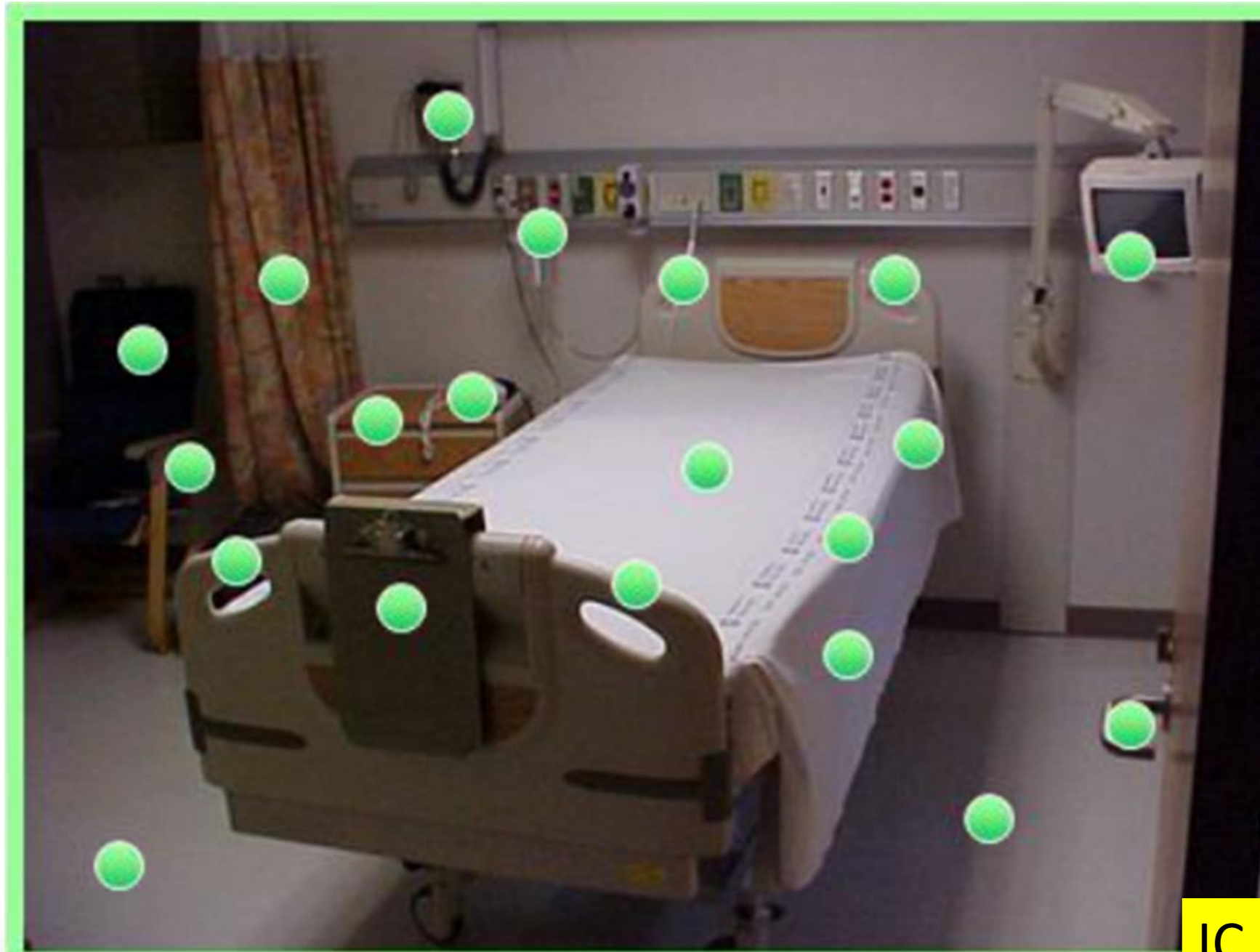
# Sharps safety

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

# 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



# 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!





Navigation bar with buttons: Departments, Policies, Need Help?, Quick Access, CITRIX, NURSING, IT Help, POUNCE, Manager Services, HI Employee Self Service, SOFT-SER, PASS WORD, TimeNet, SDS, LAB, All Apps

**From the intranet, click on "Policies"** 

I Would Like To:

I Would Like To Use:

People Finder

First Name  Last Name

 **ITS Alerts**

All Systems Online



**JAGWIRE NEWS**

Updated daily with news for health system and university employees

[jagwire.augusta.edu](http://jagwire.augusta.edu)



**Daily Roll Call**  
for Care Coordination  
[Access Now](#)



**Lab Catalog**  
New Friendlier Format  
[Request](#)

**What's New**

Medical students bring lifesaving initiative to Augusta

**Who's on Call?**  
Patient Care Assignments



# 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"





Sign in with your JagID. If you have an issue signing in, please contact the service desk at 706-721-4000.

This system is the property of Augusta University or one its cooperative organizations. The system is restricted to authorized users only. The information on this system is also the property of Augusta University or one of its cooperative organizations, unless applicable laws, contracts or policies indicate otherwise. All users should have no expectation of privacy in any data, format, or other kind of information or communications transmitted, received, printed, stored, or recorded on any of our systems unless applicable laws indicate otherwise. Augusta University reserves the right to monitor usage of this system. You consent to such monitoring by authenticating. By authenticating you also agree to abide by the Augusta University use policy located at <http://www.augusta.edu/compliance/policyinfo/policies.php>.

**Enter your username/network password and click "Sign in"**

The screenshot shows the PolicyTech web application interface. The browser address bar displays <https://augusta.policytech.com/>. The application header includes the logo "POLICYTECH" and the text "Policy & Procedure Management". A user profile for "Lisa Dukes" is visible in the top right corner. A search bar in the top right contains the text "transmission based". A red arrow points to the search bar with the text: "Type 'transmission based' in the search bar and click the magnifying glass to search".

The left sidebar contains the following navigation items: Home, My Dashboard, Documents, Search, Browse, Favorites, Recent, My Tasks, and Reports.

The main content area displays a search results list:

- [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)

Below the list, a message reads: "Click an item on the left to view its contents."

The footer of the application displays the "NAVEXGLOBAL" logo and links for "Privacy Statement", "Terms of Use", and "Policy Share".

Browser address bar: <https://augusta.policytech.com/>

Page Title: POLICYTECH Policy & Procedure Management

Page Header: BROWSE

User: Lisa Dukes

Filters: Site: Augusta University Medical C... My Relationship: All Status: Published Search: transmission based

Categories: All Categories +

Type	Title	Actions	Ver #	Status
[All]	<a href="#">Transmission Based Precautions Policy</a>	...	1	Approved

Categories List:

- Procedures (22)
- 3. Standard Operating Procedures (167)
- 4. Protocols (88)
- 5. Guidelines (5)
- 6. Scopes of Services (93)
- 7. Governance (2)
- 8. Plans (12)

Page 1 of 1 (1 items)

NAVEX GLOBAL  
Privacy Statement | Terms of Use | Policy Share

**Click on the policy title to view**

https://augusta.policytech.com/dotNet/documents/?docid=1101

Transmission Based Precautions... v.1 ☆ Options

View Document Attachments Tools

# 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%

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

View Document Attachments Tools

Attachments

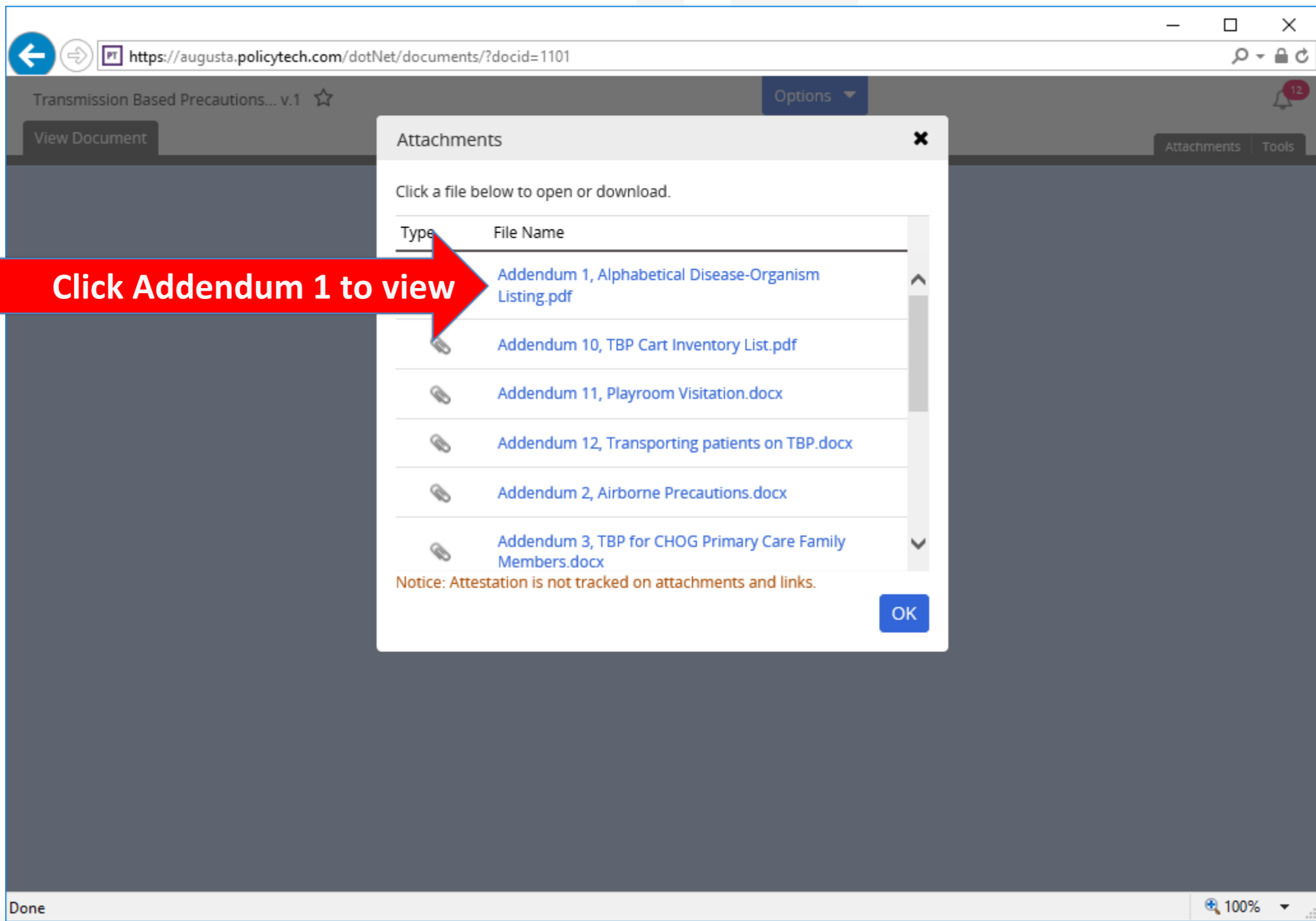
Click a file below to open or download.

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

Notice: Attestation is not tracked on attachments and links.

OK

Done 100%



**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
<b>Abscess</b>				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.
<b>Acquired Immunodeficiency Syndrome (AIDS) (See Human Immunodeficiency Virus)</b>				
<b>Actinomyces</b>	Standard			No person to person transmission.
<b>Adenovirus Infection (See agent specific guidance under conjunctivitis, gastroenteritis, respiratory infection, pneumonia)</b>	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.
<b>AIDS (See Human Immunodeficiency Virus Infection)</b>				

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



## **New Hire Orientation**