Leader Headlines includes must-read system news for KentuckyOne leaders. Items may be submitted for consideration to news@kentuckyonehealth.org. Deadlines are end of day Monday for Friday’s issue.

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Observe Upcoming Holiday PTO Guidelines

KentuckyOne Health now requires non-clinical employees to use PTO during the following seasonal holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, New Year’s Day and *Martin Luther King Jr. Day (*currently only applies to central and eastern market employees). This policy not only benefits the organization from a cost perspective, but it allows for employees to enjoy time off with their families.

Upcoming Holiday Guidelines:

All offices and non-patient care functions will be closed on Christmas Day and New Year’s Day. Since these holidays fall on a Wednesday this year, we will observe the preceding Tuesdays, Christmas Eve and New Year’s Eve, as well. Thus, non-clinical employees should take PTO on the following days: Dec. 24, 25, 31 and Jan. 1.

All managers and above should plan to take a minimum of 72 hours of PTO before Jan. 2, 2014. The only exception should be new employees or those with limited hours in their banks (for example, less than 40 hours). A minimum of 40 hours should be left in the bank after the 72 hours is taken.

Leaders should monitor their employees’ PTO balances and encourage more PTO as practical for those with large balances. If you have any questions, please contact your Human Resources Business Partner.

Remind Employees to Complete Influenza Requirements by Dec. 31

KentuckyOne employees must complete their influenza education and documentation requirements by Dec. 31. Education requirements can be completed online through LEARN (ULH | JGBC employees
completed their education earlier this fall). KentuckyOne employees must either receive the influenza vaccine or complete the online declination through LEARN by Dec. 31.

Please note: The LEARN module consists of two parts – the education portion and the survey (actual declination form) – and both must be completed. Employees should ensure nothing remains in their assigned learning section and they’ve completed all requirements.

It’s not too late for employees to receive the vaccination. Direct your employees to contact their local employee health office for details. Employees who have received the vaccine at a non-KentuckyOne facility should submit documentation to their local employee health office by Dec. 31.

**Licensure and Certifications Tracking Process – Changes Effective Today**

In the past, both human resources and managers shared responsibility for entering employees’ licensure and certification information into HR/Payroll Connection. Beginning Dec. 13, local human resources will take full responsibility of this task.

CHI’s Human Resources Shared Services Advisory Council has changed the portal to enter license and certification renewals to Lawson from the current HR/Payroll Connection access. Therefore, managers will no longer need to enter licenses or certifications into the system. Beginning Dec. 13, 2013, please send any documentation for updated license and certification to human resources. More information will be shared soon with specific details on the process.

**What You Can Expect:**

- **Managers and employees** will continue to receive reminder notifications in their “Activity Center” on their HR/Payroll Connection home tab.

- **Employees** will continue to see their license and certification information in HR/Payroll Connection. Employees are responsible for providing proper documentation to their manager and human resources prior to the expiration date shown in the Activity Center notification.

- **Managers** are responsible for ensuring compliance by communicating with the employee and following KentuckyOne policy for employees who do not complete their license or certification renewal in a timely manner. Managers will continue to be able to pull reports from HR/Payroll Connection.

**ICD-10: Active Medical Staff to Complete Phase I Training by Jan. 31**

ICD-10 courses are currently being assigned in LEARN for all active medical staff. Providers must complete the following phase I training assignments by Jan. 31, 2014:

- What is ICD-10? (15 minutes)
- ICD-10 and the Physician (30 minutes)
- A Day in the Life of ICD-10 (optional, 60 minutes)

On Oct. 1, 2014, the ICD-9 code sets now used to report medical diagnoses and inpatient procedures will be replaced by new ICD-10 coding. Those who interact with clinical documentation and/or diagnostic and procedure codes are required to complete ICD-10 training.
Leaders of areas affected by the ICD-10 transition are asked to help ensure awareness of upcoming changes and encourage training completion. Read more

**Masterbrand Strategy Includes Logo, New Guidelines**

KentuckyOne Health is still relatively new and not yet well known, according to our research. To overcome this, we are pursuing a “masterbrand” strategy that guides how we present our brand including our names and logos.

KentuckyOne Health is our primary, overarching brand. It is represented by the KentuckyOne Health “mark” which is the distinctive large K with our name beneath. This mark is used for all situations where we are representing the organization as a whole.

We have new brand guidelines for names and logos for KentuckyOne facilities. Our primary facilities — hospitals and major outpatient facilities — have distinct sub-brand logos that “lock up” their names beneath the KentuckyOne Health mark. No other KentuckyOne Health facilities have distinct logos.

You can download a one-page reference explaining the meaning of the mark with examples of how it is used here. Questions about use of the mark and facility logos may be directed to Liz Sword, brand and design manager, elizabethsword@kentuckyonehealth.org. Read more

More brand resources can be found at KentuckyOneEmployees.org/Resources.

**Leader Notes: New Promotions and Appointments**

**Shane Fitzgerald** to interim vice president of mission for Sts. Mary and Elizabeth Hospital and Our Lady of Peace, effective Dec. 16. Shane will continue in his current role as chief mission officer for Flaget Memorial Hospital in Bardstown. Read more

Cynthia Cole to regional director of cancer care for London and Corbin, from manager of risk management for Saint Joseph London Read more

Nancy Bowles to operations leader for cancer care, Louisville market, and continuing as vice president of JGBCC Read more

**Key Dates**

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<thead>
<tr>
<th>Dates</th>
<th>Events</th>
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<tr>
<td>Now – March 29</td>
<td>Health Benefit Exchange Enrollment Events at SMEH</td>
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<tr>
<td>Dec. 15 – 31</td>
<td>ULH</td>
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<tr>
<td>Dec. 16</td>
<td>Jewish Hospital</td>
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<td>Dec. 17</td>
<td>University of Louisville Hospital</td>
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<td>Dec. 19</td>
<td>Our Lady of Peace</td>
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<td>Dec. 19 – 20</td>
<td>Medical Center Jewish East</td>
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<td>Dec. 20</td>
<td>Medical Center Jewish Southwest</td>
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<td>Dec. 20</td>
<td>Medical Center Jewish Northeast</td>
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Dec. 22  New Applicant Assessment Tool Launches
Dec. 24  Christmas Eve – *All offices and non-patient care functions will be closed.*
Dec. 25  Christmas Day – *All offices and non-patient care functions will be closed.*
Dec. 31  New Year’s Eve – *All offices and non-patient care functions will be closed.*
Jan. 1   New Year’s Day – *All offices and non-patient care functions will be closed.*
Jan. 1   Standard 10% KentuckyOne Employee Cafeteria Discount Begins
Jan. 1   ULH | JGBCC Leave of Absence Administration Changes to Reed Group
May 10  KentuckyOne Health OneCare Cerner Wave 3 Go-Live

**Resources**

- Web Change Request Form for KentuckyOne Health Public Website
- Approval Process for Physician Preference Items
- KentuckyOne Health Brand Platform
- KentuckyOne Health Brand Identity and Our Primary Names
- KentuckyOne Health Masterbrand Strategy
MONDAY, December 16

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If you have questions about the holiday schedule, please ask your manager.

TUESDAY, December 17

Take ITS’s Annual Customer Satisfaction Survey Today

ITS is conducting a 5-minute online ITS Customer Satisfaction Survey to gather information across CHI on the customer service activities ITS does well and the activities ITS has the opportunity to improve. Responses to this annual survey will help ITS leadership understand your perspective; ITS is committed to taking action on the survey findings. All users/customers (clinicians and non-clinicians) of CHI’s IT support and services are invited to take this survey at HealthStreamSurveys.com/its2013; today, Dec. 17, is the last day you can take the survey.

WEDNESDAY, December 18

Nominees Sought for SafetyFirst Outstanding Manager Award

A SafetyFirst Outstanding Manager empowers their employees to practice safe behaviors. He or she encourages and supports SafetyFirst work and is involved with their Safety Coach program growth. Every quarter, a manager will be chosen for each facility within KentuckyOne Health. During their daily safety huddle, the SafetyFirst Outstanding Manager will be presented a trophy they can keep in their department for the quarter. They also will receive a certificate of achievement along with treats for their staff members.

Nominations Due by Dec. 31 – Safety Coaches and frontline staff members can nominate managers for this award. Complete the SafetyFirst Outstanding Manager Award Nomination Form, available at KentuckyOneEmployees.org/Resources (under SafetyFirst), and send it to your risk or safety department or via email to Kristi Mock, or fax it to 502.587.2520.
THURSDAY, December 19

Complete KentuckyOne Influenza Requirements by Dec. 31

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Please note: The LEARN module consists of two parts – the education portion and the survey (actual declination form) – and BOTH must be completed. Please make sure nothing remains in your assigned learning section and you’ve completed all requirements.

It's not too late to receive your vaccine. Contact your local employee health office for vaccination details. If you have received the vaccine at a non-KentuckyOne facility, that documentation must be submitted to your local employee health office by Dec. 31.

FRIDAY, December 20

KentuckyOne Announces Spring Internships

KentuckyOne Health, through the Office of Organizational Development and Education, is offering opportunity for area college-level students to apply for spring internships. The internship program is for those who desire a view into health care, from an organizational development and education perspective. The internship affords valuable work experience for those interested in health care, human resources and learning and organizational development. The interns will glean “what it is like to go to work every day,” while studying the learning and development function within a large health system.

The internship, though unpaid, is an opportunity as well, for students to gain great visibility within KentuckyOne Health’s organization, should they want to apply for future job roles within KentuckyOne.

Interns may receive college credit in collaboration with the internship supervisor. Interns can be considered for “face-to-face” positions in the Louisville market, or for “virtual internships” in the central and eastern market. Both types of internships will be managed through LaVay Lauter, director of learning and development, at 502.562.7026 or lavaylauter@kentuckyonehealth.org.

Frequently asked questions can be found at KentuckyOneEmployees.org (click here).

You will find more at KentuckyOneEmployees.org. Submit news items to news@kentuckyonehealth.org. KentuckyOne In Person is distributed to all managers each Friday, with messages for the following week. Each day managers are expected to: 1.) Huddle for safety; 2.) Share KentuckyOne In Person messages; 3.) Share department/unit news and employee recognition; and 4.) Listen for feedback