IT MATTERS

Trending in IT

For Everyone

Microsoft Teams – The Power of Video Chat

With more people working remotely and following social distancing guidelines, it can be challenging to stay connected. Typical watercooler chat and hallway walks with co-workers are understandably happening less frequently.

With Microsoft Teams, you can better connect with your colleagues by simply turning on your video camera. Click here to learn how.

Want to learn more about Microsoft Teams?

Take full advantage of Microsoft Teams. Sign up for instructor-led training in LMS SuccessFactors. Search for **Microsoft Teams Training** (**Course 1582170**).

For Everyone

LaborWorkx Time Card Reminders
Effective Now

In-Service Modules
- The time you spend completing your annual in-service modules should be coded as ONITS for non-exempt employees or OFITS for exempt employees in LaborWorkx.

Remote Workers
- Continue to use the code NXTEL for non-exempt employees or EXTEL for exempt employees. Click here for additional instructions.

Back to Work Code COVBK2WK – Replacing Code HR94
*For full-time and part-time employees who are called off for **low census** with no labor pool assignments available.*
- Through June 30 use the **Back to Work** pay program, if your labor pool does not have enough work for you to reach your standard hours per pay period. Eligibility requirements:
    1. Register to work in the entity labor pool when you are low censused for full and partial shifts (i.e., sent home with three hours left in shift).
    2. Respond to all correspondence (phone calls, emails and text messages) from the entity labor pool.
    3. Accept all available work requests from the entity labor pool.

4. Must not be PRN or a temporary employee.

For Everyone
New Systemwide TB Screening Process Begins June 15

TB screening will take place for all employees, including management, June 15 to Sept. 25. There is a new process for 2020. Everyone must complete an online TB risk assessment questionnaire that will determine if a test is needed. Unlike in the past, some employees may not require a TB test. The risk assessment will be available in MARS via a new Employee Health Portal on Monday, June 15.
Note: TB screening for HMPCG and HMSPG physicians will take place at a later date.

How it works:
Starting June 15, begin by taking the TB risk assessment in MARS. Your individual TB risk assessment results will determine whether you need a TB test and next steps.
- **If a TB test is not needed**, no further action is required.
- **If a TB test is needed**, you must schedule an appointment with Employee Health in MARS via the new Employee Health Portal in MARS. You may schedule your appointment at any Houston Methodist Employee Health department, regardless of where you work.

Click here for other helpful information and timelines. Here's a training video for using the new portal. As a reminder, you won't be able to start your questionnaire until June 15.

For questions about TB screening, contact your hospital's Employee Health department.

For HMH Nurses
Rover Rolls Out at HMH

- *Successful Launch at HMH Jones 9, Fondren 12 and Alkek 7 and 8*
- *Remaining Units: Complete Online Learning by Deadline*

Rover, a simplified version of Epic on a smartphone, launched successfully last week for HMH nurses on Jones 9, Fondren 12 and Alkek 7 and 8. Rover is continuing to roll out for all remaining HMH units in waves (see below).

If you work on these units, required online training has been assigned to you in LMS or you can search for the **Rover Virtual Training – Nursing Staff**. Please complete this training by your unit's deadline.

Launching Monday, June 29

- *Walter Tower 14, 15 BMT, 17, 18, 19, 20, 21*
- *ECCs: Pearland, Kirby, Voss*
- *LMS training deadline: Friday, June 26*

Launching Wednesday, July 1

- *Dunn West 6, 7, 8, 9, 10*
- *Dunn East 7, 8, 9, 10*
- *LMS training deadline: Monday, June 29*

Launching Monday, July 6

- *Main 3 SW, 6 SW, 7 North, 7 SW*
- *West Pavilion 8, 9, 10*
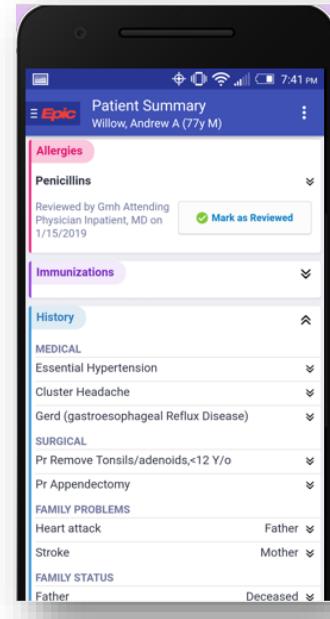
- *LMS training deadline: Monday, July 3*

Managers, super users: Attend one of four WebEx training sessions. Meeting invitations are coming soon. Be sure to complete your LMS training before attending a WebEx session.

- **Session dates:**
    - Tuesday, June 16
    - Thursday, June 18
    - Tuesday, June 23
    - Thursday, June 25
- **All sessions take place at these times:**
    - 8 – 9 a.m.
    - Noon – 1 p.m.

Virtual support will be available when Rover launches, with details coming soon. For updated information and resource materials, visit it.houstonmethodist.org/rover. For questions, contact the IT Help Desk at it.houstonmethodist.org/help or 832.667.5600.

For All Nurses and Respiratory Therapists Using Rover
Rover Zebra Smartphone: Quarterly Update
Downtime Tuesday, June 23, 7 – 9 p.m.

The quarterly update for Rover Zebra smartphones is Tuesday, June 23, and includes a Rover and Workforce Connect (phone app) downtime from 7 – 9 p.m. During the downtime, use Epic on workstations and Vocera devices and desk phones to communicate.

After the downtime, you will need to reinstall the updated Rover app by tapping **Accept** for the **End User License Agreement** and logging in with your HM user ID and password.

New Rover features

- **Treatment Team** includes a **Secure Chat** dialogue bubble.
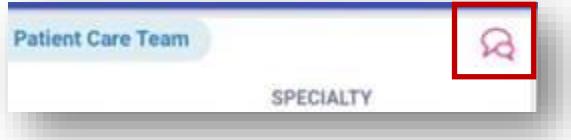
- Improved look for Best Practice Advisories (BPAs)
- Automatically adds new flowsheet rows for more documentation details.

New Workforce Connect (phone app) features

- Updated phone directories for several hospitals.
- **Stratus Language Line** added to the **Generic Roles icon**.

For questions, contact the IT Help Desk.

Epic Updates & Changes

For All Epic Users
Secure Chat Tip – Setting Your Availability Status

With Secure Chat in Epic you can chat one-on-one or in groups for **non-urgent communications**. Since Secure Chat's successful launch five weeks ago, nearly 94,300 messages have been exchanged.

Tip: Set your availability status in Secure Chat
Be sure to let your colleagues know when you're out, in surgery or otherwise unavailable. You can set your status to Available, Busy or Unavailable. No matter your status, you'll still receive messages and any push notifications.

Click on the tip sheets below to learn how to set your status.

- Haiku/Canto
- Rover
- HM Desktop/WOW

For more information, visit it.houstonmethodist.org/securechat.

Planned Downtimes

OfficeExtend	**Thursday, June 11, 11:59 p.m. – Friday, June 12, 4 a.m.** If you use an OfficeExtend machine to connect to the HM network remotely, you can expect a five to 10-minute downtime during this reboot.
LMS	**Saturday, June 13, 11 p.m. – Sunday, June 14, 6 a.m.** LMS will not be available due to maintenance.
ZFP Viewer in Epic	**Tuesday, June 16, 8 – 9 p.m.** No access to images in the ZFP (Zero Footprint) Viewer or the Epic image link in Chart Review. You can access images through Centricity PACS Web on the SSO toolbar, the MethodistDocs or dedicated PACS workstations.
QSight	**Monday, June 22, 8 p.m. – Tuesday, June 23, 11 a.m.** During the downtime you may have intermittent or no access to the QSight application. Follow your standard downtime procedures for your department.

Reminders

You can see previous issues of *IT Matters* and more at it.houstonmethodist.org.

For Inpatient Nurses and Clinicians
Copy-Forward Functionality Discontinued

For All Epic Users
Secure Chat – Tip of the Week
Attaching an Image to a Message

For Registration and PAS Staff
New Guarantor Account for HMH Employee Health Clinic