

Go Green Committee Awarded The Gaylord Cup



Congratulations to the Go Green Committee on winning the Gaylord Cup in September. In speaking about why they earned the cup Vice President of External Affairs Tara Knapp said “Their journey exemplifies the power of staff-driven change at Gaylord. Beginning as a grassroots initiative, this group's unwavering commitment to environmental sustainability has made a substantial impact.

Their initiatives are everywhere you look. They have installed recycling bins for cans and plastic and created a partnership with the Boys and Girls Club who collect them – an arrangement that benefits both the environment and our community. At the Gaylord Gauntlet, they championed sneaker recycling for over 900 runners. Just last week, they ran a recycling center at our employee appreciation picnic.

The Go Green Committee's dedication extends to promoting biodiversity. They've facilitated Milkweed Monday, enabling staff to take home milkweed from our campus to support butterfly habitats. In the cafeteria, they're actively researching waste and recycling solutions, and they're in the process of creating a pollinator garden right here on our campus. Knapp concluded, “for these and many other reasons they are most deserving of this honor.”

Staff Volunteer for Day of Caring



Day of Caring 2023 was a great success! Every year, the United Way of Meriden and Wallingford connects volunteers with community nonprofit partners to complete indoor and outdoor projects including landscaping, painting, furniture assembly, and more! It is a rewarding event creating lasting connections to uplift community partners so they can continue to do their vital day-to-day work.

On September 21, Gaylord staff completed several painting projects and planting at the Mountain Mist Day Camp in Meriden including a classroom, kitchen, hallway, two restrooms, and picnic tables. Thank you to Heidi Fagan, Georgette MacQuarrie, Terry Talburtt, Dawn Peck, Stephanie Zanvettor, Kim Tuccitto, Jill Hellstrand, Kara Dorsey, and Jim Russo for generously donating their morning to a great cause.

FYI

Our Values are

Integrity

Compassion

Accountability

Respect

Excellence

FYI DEADLINE

The deadline for the next FYI is Friday, October 13.

Email: publicrelations@gaylord.org

Schedule your flu vaccination today! More information on page 17



On September 20, we welcomed back our grateful patients to reconnect with their dedicated clinicians at our biannual **Recognize a Star** reception. We would like to extend a heartfelt thank you to all the donors and staff who attended the event and shared their stories of gratitude. If you connect with any grateful patients please contact Priti Kapoor at pkapoor@gaylord.org



Veterans Fishing Tournament

The Gaylord Sports Association had a beautiful day for its 11 annual Veterans Fishing Tournament on Tuesday, September 19 at Congamond Lake in Southwick, MA. Twenty-four veterans were paired up with a boat captain for a day of bass fishing out on the water, followed by a weigh-in and awards luncheon. Thank you to all the boat captains from Connecticut BASS Nation, Joe Kowalski with Maj. Steven Roy Andrews Fishing Outreach Program and funding support from Move United Sport Warfighters Program! Each year, the Gaylord Sports Association hosts two Veterans Fishing Tournaments for veterans with a physical disability, visual impairment or PTSD. Our spring tournament is held in May at Candlewood Lake in Danbury. The Gaylord Sports Association served 89 Veterans in 2023.



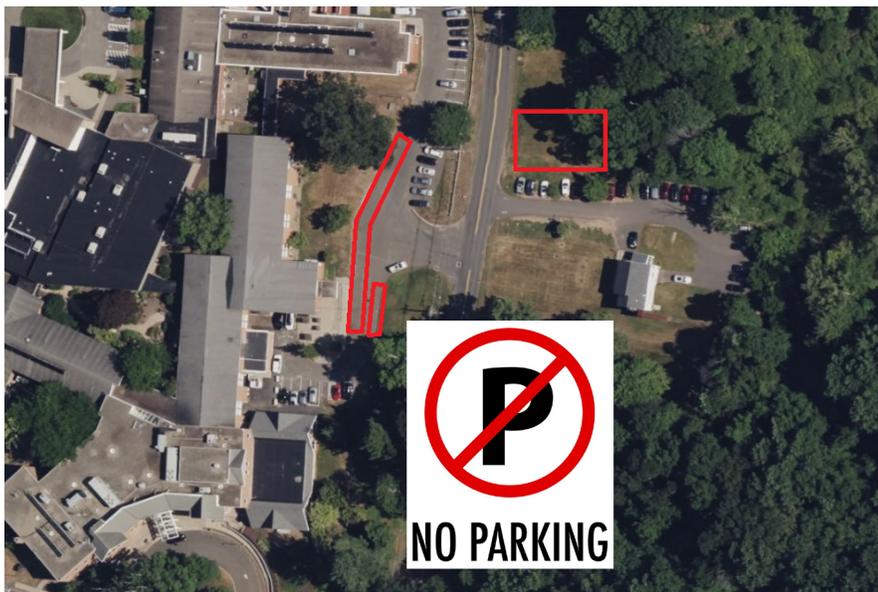


Goat Therapy for Stress Relief

On September 22 a group of goats visited Gaylord's South Lawn to provide some stress relief for staff. A great time was had by all who ventured into the goat pen.



Gaylord, we have a problem, a parking problem



Do you park in the areas in red? Please don't. The area along the Hooker building is a fire lane and staff are parking on the lawn in front of Woodside, which poses a slip hazard when the grass is wet. Reminder, there is always plenty of parking in the rear lots (D, E, F and across the street by the softball fields). We are going to start posting officers in these areas to inform alleged violators.

**NON-CARVING
PUMPKIN
CONTEST**

Gaylord
Specialty Healthcare

**PUMPKIN PICK-UP
CAFETERIA**
Now - October 13
10 am - 1:30 pm

Check out the intranet/PULSE for
more information.

R.I.P.

COMING SOON Hot Meal Vending Machine

A new vending option called Just Baked! is coming soon that will offer hot meals to the overnight staff (also open to all within Gaylord). Some vending options include sliders, pizza, potstickers, brownies, just to name a few. The machine will be located down the ramp from Jackson 2 next to Lyman 2. The vending machines that used to be on Jackson 2 will be moved next to the Just Baked! machine to create a convenient, all-in-one location for staff and visitors.



2024 Benefit Open Enrollment To Begin On October 25



It's that time of year again! Open Enrollment for 2024 Gaylord Benefits will occur from Wednesday,

October 25 through Wednesday, November 8.

During this period, employees will be able to change their coverage, cancel coverage and add or remove dependents. This goes for medical, health savings accounts, dental, flexible spending accounts and any voluntary benefits.

If you won't be making changes to your coverage this year, then there's nothing that you need to do.

There will be an open enrollment presentation meeting via Zoom on Friday, October 20 at 12:10 p.m. There will be an open enrollment fair on Thursday, October 26 from 10 a.m. - 1:30 p.m. in the Brooker Lecture Hall. More information and a link to the ZOOM meeting will be provided soon. Contact Human Resources at extension 2824 with questions.

CELEBRATE



national case management week

OCTOBER 8-14, 2023

Keeping the person at the heart of collaborative care.



cmsa.org

OCTOBER IS

NATIONAL PHYSICAL THERAPY MONTH

AMERICAN PHYSICAL THERAPY ASSOCIATION

October	November	December	January 2024
<ul style="list-style-type: none"> • Socktober October 1-31 • Jeans for Charity October 6, 20 • Halloween Bake Sale October 27 • National Physical Therapy Month • National Case Management Week • National Respiratory Care Week • National Pharmacy Week 	<ul style="list-style-type: none"> • Infection Prevention Week • National Patient Account Management Week • Healthcare Quality Week • Employee Giving Campaign November 2-17 • Jeans for Charity November 3, 17 • Flu Vaccination Deadline November 10 • CARF Survey Visit November 13-14 • Helping Hands Ice Cream Social November 15 	<ul style="list-style-type: none"> • Jeans for Charity December 1, 15, 29 • Employee Meeting December 6 • Holiday Window Painting December 7 	<ul style="list-style-type: none"> • Jeans for Charity

“Hospital of the Future” episode of International Public Television Series Makes CPTV Debut

Tune in October 21 and 24

In the summer of 2021, a film crew from the public television series “Travels & Traditions with Burt Wolf” came to Gaylord to film a half-hour episode called the “Hospital of the Future.”

For nearly a year, the episode has aired to public television audiences across the world showcasing our rich history and “Think Possible” culture.

For the first time, the “Hospital of the Future” episode will air on our local CPTV station on **Saturday, October 21 at 9 a.m. and on Tuesday, October 24 at 5:30 p.m.**

Tune in and watch dozens of your Gaylord colleagues, former patients, and their families share their stories. If you miss the episode, you can watch on-demand at www.gaylord.org/tv.



**Be Innovative.
Think Possible.**



Share your innovative ideas with us.

Scan the QR code or email innovation@gaylord.org

Jeans for Charity: Friday, October 6



The featured organization is **Gaylord's EX4L Program**

The EX4L program is a unique opportunity for those with paralysis to work with exercise physiologists, under the supervision of physical therapists, in a modified, or adaptive gym setting. The goal is to get people comfortable being back in the gym. It also serves as an introduction to equipment that may not have been used in the past.

Employees need a Jeans for Charity sticker or button to indicate their participation.

Stickers can be purchased for \$2 in the cafeteria, Jackson Java, Human Resources, Jackson 2 outpatient, North Haven, Cheshire, Cromwell and Madison.

Travels & Traditions
with Burt Wolf

Gaylord: The Hospital of the Future

Saturday, October 21 at 9 a.m.
Tuesday, October 24 at 5:30 p.m.

February	March	April	May	June
Jeans for Charity	National Nutrition Month Jeans for Charity	Occupational Therapy Month Jeans for Charity	National Hospital Week National Nurses Week Jeans for Charity	Gaylord Gauntlet 5k June 15



SAVE THE DATE Powerful Immunity Boosting Tips

Did you know that 80% of immunity is built in the gut and that diet, exercise and stress all affect the gut? As a result, our everyday habits play a large role in our ability to stay healthy. This seminar will help you discover the strength of your immune system and provide tips for preventing disease and nurturing your body's natural defenses.

Wednesday, October 11
12-12:45 p.m.
Zoom

[Click here to register](#)

Attention FYI Readers:

If you would like to submit an article, promote an event, etc., in FYI, please email: publicrelations@gaylord.org with your details.

Thank you!



Near Misses:

Heroic Efforts From Our Safety-Minded Staff

A near miss is an event that might have resulted in harm but the problem did not reach the patient because of timely intervention by our amazing staff.

The Safety Coaches have selected to celebrate the Near Miss submitted in July by Elizabeth DeDomenico, RN from Milne2. After requesting pain medication from on-call LP, Liz used her **CHAMP** tool, **Practice a questioning attitude**, to **validate and verify** patient's allergy to medication. This attention to detail prevented the patient from receiving medication and potential adverse drug reaction.



The Quality and Safety Department would like to thank the following who submitted Near Miss RLS in July:

- April O'Neill
- Bozena Brayman
- Elizabeth DeDomenico
- Finn LaPierre
- Jaclyn Magnuszewski
- Nicole Morrill

Thank you to everyone for your hard work and attention to detail!

REMINDER

for all emergencies dial

3399



Follow Gaylord Specialty Healthcare on Facebook!
www.facebook.com/gaylordspecialtyhealthcare



Gaylord is also on YouTube.
www.youtube.com/user/GaylordHealthcare



Follow Gaylord on Twitter.
twitter.com/GaylordHealth



HALLOWEEN BAKE SALE

Friday, October 27
11:30 a.m. - 1:00 p.m.
Cafeteria

To support:






NATIONAL
Healthcare Foodservice
Workers Week

OCTOBER 1-7, 2023

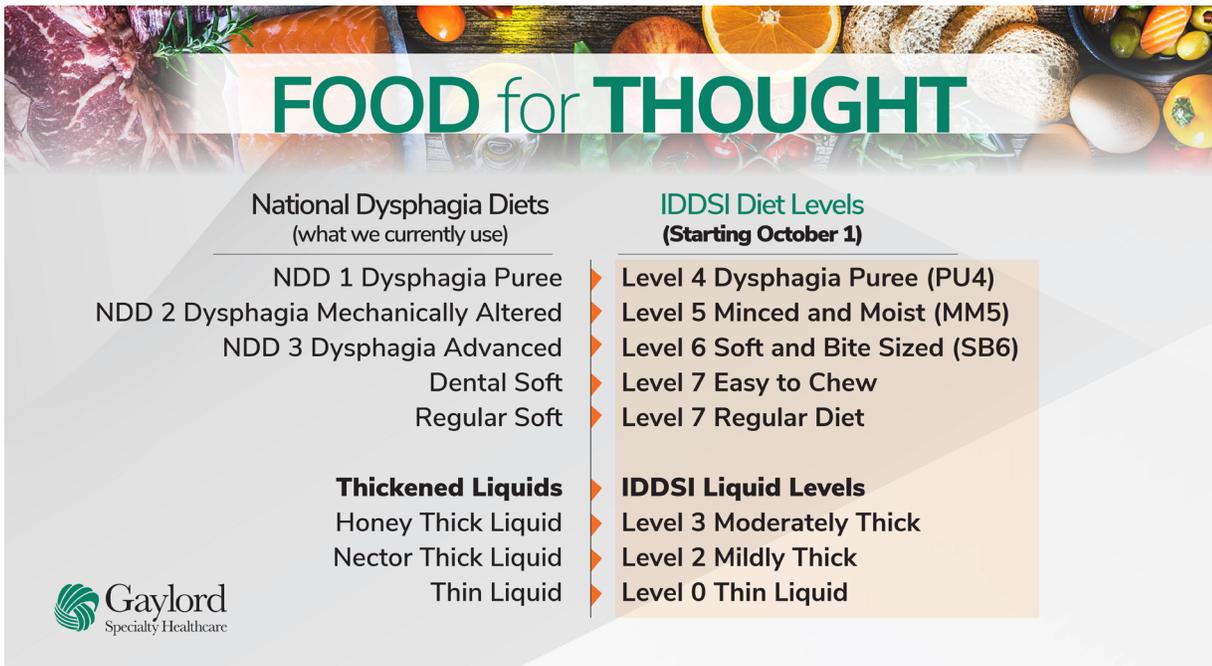
celebrating the heart
of foodservice




New Dysphagia Diet Classification System

On October 1, along with the transition to Meditech EXPANSE, we also transitioned to a new dysphagia diet classification system called IDDSI (International Dysphagia Diet Standardization Initiative)

- The IDDSI Framework provides common terminology to describe food textures and drink thickness.
- Please note, in Expanse, **liquid and diet levels will be ordered separately**
- Examples: “MM5 with mildly thick liquids”, “SB6 with moderately thick liquids”, “regular diet with thin liquids”
- Please reference the following conversion chart below



FOOD for THOUGHT

National Dysphagia Diets (what we currently use)	IDDSI Diet Levels (Starting October 1)
NDD 1 Dysphagia Puree	Level 4 Dysphagia Puree (PU4)
NDD 2 Dysphagia Mechanically Altered	Level 5 Minced and Moist (MM5)
NDD 3 Dysphagia Advanced	Level 6 Soft and Bite Sized (SB6)
Dental Soft	Level 7 Easy to Chew
Regular Soft	Level 7 Regular Diet
Thickened Liquids	IDDSI Liquid Levels
Honey Thick Liquid	Level 3 Moderately Thick
Nectar Thick Liquid	Level 2 Mildly Thick
Thin Liquid	Level 0 Thin Liquid

Gaylord Specialty Healthcare




Equipment Need to Know

NOT microwaveable

I'm **NOT** trash

Gaylord Specialty Healthcare

BELIEVE IN THE POWER OF food



PURPOSEFUL OXYGEN HANDOFF

Includes:

- ✓ Patient name
- ✓ Room number
- ✓ Need for oxygen change over
- ✓ Confirmation from receiving licensed staff member

A PURPOSEFUL HANDOFF IS A KEY TO PATIENT SAFETY!

MEDITECH
E X P A N S E

Need help?
Call us.

**EXPANSE Go-Live
Command Center**

x3325

(on-site)

or

(203) 741-3325

(off-site)



SOCKTOBER

SHARE A PAIR TO SHOW YOU CARE!

October 1 - 31

All socks will be donated to both the Veterans Affairs (VA) in West Haven and Columbus House in New Haven

Donation boxes are located in Brooker Lobby, Jackson Lobby, Cafeteria, Cheshire, Cromwell, Madison and North Haven.



Did you know socks are the most needed, but least donated, item in homeless shelters? With your donation, we can help people get back on their feet!

Help us reach our goal of **1,000** NEW pairs of adult men and women's socks.

If you have any questions, please reach out to Cammy Nigro at cnigro@gaylord.org, or X2830



Employee Giving Campaign



What does my gift benefit? You choose!



**NOVEMBER
2 - 17, 2023**

GAYLORD FUND



The Gaylord Fund is an unrestricted fund that supports the greatest needs at Gaylord throughout the year. In 2021, more than half of employees giving dollars to The Gaylord Fund supported tuition reimbursement for staff, staff wellness initiatives and more. Donations to The Gaylord Fund provide the Hospital with the flexibility to make decisions that further the mission of the organization and relieve pressure on the operating budget in lean times.

TRAURIG HOUSE SCHOLARSHIPS



The Louis D. Traurig Transitional Living Center is Connecticut's only residential day treatment program for patients recovering from a stroke or acquired brain injury. Traurig House bridges the gap between inpatient and returning home for patients who need therapy to relearn everyday skills to transition successfully home. Most times, Traurig House stays are not covered by insurance. Donations to the Traurig House Scholarship Fund provide access to therapy that helps patients recover and maximizes their independence.

NEW TECHNOLOGY



Donations to New Technology provide funding to modernize and upgrade equipment throughout the organization for both inpatient and outpatient, keeping us at the forefront of treatments.



Scan this QR code with your phone camera to make a gift online.

Donors are the Difference — Employees Make it Possible

Questions? Email Katelyn Muolo at kmuolo@gaylord.org or ext. 3454



Refer A Friend

Employee Referral Bonus Program

Helping fill jobs is **ALL** our job.
Get paid to help.

***REFERRAL BONUS**

POSITION

\$2,000 RN

\$2,000 RN / RHCM

\$2,000 PT

\$1,500 LPN

\$1,000 PCT

\$1,000 Intake Rep

\$1,000 CSA

\$500 EVS or F&N

***For program details and payout schedules, contact HR.**



October Safety Habit:
Communicate Clearly
 using Phonetic & Numeric
 Clarification



Communicate Clearly

- ◆ **What should we do?**
 - Ensure that we hear things correctly and understand things accurately
- ◆ **Why should we do this?**
 - To prevent wrong assumptions and misunderstandings that could cause us to make wrong decisions
- ◆ **Error Prevention Tools**
 - Phonetic & Numeric Clarifications

‘Communication’ is not what you say, it’s what they hear.

Phonetic clarification

is good practice for clear communication thus preventing errors with sound alike words. It is critical that we use phonetic clarification when we are communicating important information. When communicating verbally say the letter and follow it with a word that begins with the letter.

Example of using phonetic clarification:
 say the name, then spell the name by saying the letter and the phonetic clarification for that letter.

Phonetic Alphabet

A	Alpha	J	Juliet	S	Sierra
B	Bravo	K	Kilo	T	Tango
C	Charlie	L	Lima	U	Uniform
D	Delta	M	Mike	V	Victor
E	Echo	N	November	W	Whiskey
F	Foxtrot	O	Oscar	X	X-Ray
G	Golf	P	Papa	Y	Yankee
H	Hotel	Q	Quebec	Z	Zulu
I	India	R	Romeo		

Numeric clarification

is just as important as phonetic clarification in preventing miscommunication. Use of numeric clarification aides in correct reporting of lab values or ensuring the correct dose of a patient’s medication. It’s important that health care workers are on the same page, and so we use phonetic and numeric clarification to best deliver patient information.

Example of Numeric Clarification:

For 15 say “15, that’s one-five”

For 50 say “50, that’s five-zero”

For 0.9 say “0.9, that’s zero-point-nine”

For 3-4 say “the range of three to four”



Questions about CHAMP?

Ask a Safety Coach. Talk to a staff member wearing the Safety Coach button.

Fall into Savings with These Deals



October Highlights

- Six Flags:** Enjoy this year's Fright Fest and save up to 60% on tickets
- Sennheiser:** Save 10-50% on headphones
- Flights:** Book your international and domestic flights and save up to 20% on airfare
- Finecraft Design:** Save up to 70% on home decor
- EveryPlate:** Get 75% off your 1st box with free shipping + 15% off for 51 weeks



Spooky Halloween Deals

Embrace the Halloween spirit and enjoy eerie savings this holiday season with offers on:

- **Universal Orlando Halloween Horror Nights:** Save over 45% off
- **Dylan's Candy Bar:** Get 20% off + free shipping on orders \$75+



Fall Specials

Refresh your wardrobe or jumpstart your holiday shopping with exclusive offers this fall season.

- **Lenovo:** Save up to 74% on tech and electronics
- **TravisMathew:** Save 15% sitewide on boots, clothing, bags, and more



Mental Health Awareness

October 10th is World Mental Health Day. Take care of your mind, body, and well-being with these great offers:

- **Cope Notes:** Save 20% on your subscription
- **BetterHelp:** Get 30% off your first 3 months of professional online

plumbenefits

Make the most of your Plum Benefits membership! Get instant access to exclusive deals, limited-time offers and members-only perks on the products, services and experiences you need and love. With something to excite every interest, it's time to spend less and enjoy more this season.

New to Plum Benefits? Getting Started is Easy.

- 1 Visit PlumBenefits.com
- 2 Click *Become a Member*
- 3 Enter your company code or work email to create an account

COMPANY CODE

ac0324481

Mandatory Flu Vaccination Program



Begins Monday, October 9, 2023

PLEASE READ CAREFULLY FOR INFORMATION ON THIS YEAR'S EMPLOYEE FLU PROGRAM

- Official kickoff program on Monday, October 9th
- All documentation must be submitted to Infection Prevention by the end of day on 11/10/2023
- Hartford Healthcare will vaccinate employees
- Infection Prevention will only vaccinate those who do not have insurance or have insurance not accepted by Hartford Healthcare (dates and times for Infection Prevention clinics are on page 24)
- Any documentation outside of Hartford Healthcare or Infection Prevention Influenza clinics must be submitted with a cover sheet (on page 25) and emailed to FluVaccine@gaylord.org

Hartford Healthcare (HH) Influenza Vaccine Clinics

- Insurances that will be accepted will be Aetna, Connecticare, Cigna, Anthem, United Healthcare and Medicare. Hartford Healthcare is still UNABLE to accept Medicaid and Tricare.

Hartford Healthcare Flu Clinic Dates and Times

Mon, Oct 9
7am - 12pm
Brooker Lecture Hall

Wed, Oct 11
7am - 12pm
Chauncey

Mon, Oct 16
10am - 1pm
Brooker Lecture Hall

Thurs, Oct 19
7am - 12pm
Brooker Lecture Hall

Tues, Oct 24
12pm - 5pm
Brooker Lecture Hall

Wed, Oct 25
12pm - 1pm
North Haven

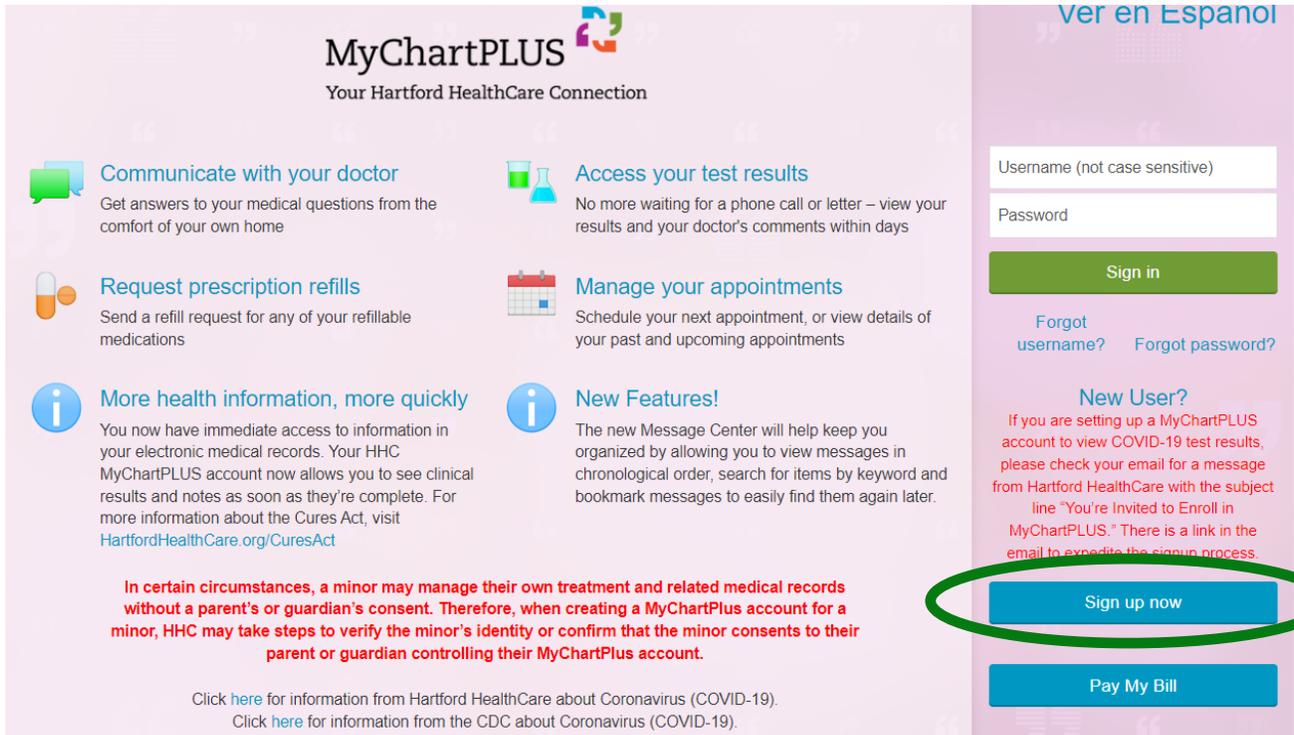
Thurs, Nov 2
7am - 12pm
Brooker Lecture Hall

- **Employees must have a MyChartPlus account in order to schedule an appointment and to have access to their records**
- If employee has a MyChartPlus account you can skip to the SELECTING an APPOINTMENT section



Steps to Register for MyChartPLUS

1. Log onto: <https://mychartplus.org/>
2. If you already have a username, sign in here. If not, click Sign up now



The screenshot shows the MyChartPLUS homepage with the following features:

- Communicate with your doctor**: Get answers to your medical questions from the comfort of your own home.
- Request prescription refills**: Send a refill request for any of your refillable medications.
- More health information, more quickly**: You now have immediate access to information in your electronic medical records. Your HHC MyChartPLUS account now allows you to see clinical results and notes as soon as they're complete. For more information about the Cures Act, visit HartfordHealthCare.org/CuresAct.
- Access your test results**: No more waiting for a phone call or letter – view your results and your doctor's comments within days.
- Manage your appointments**: Schedule your next appointment, or view details of your past and upcoming appointments.
- New Features!**: The new Message Center will help keep you organized by allowing you to view messages in chronological order, search for items by keyword and bookmark messages to easily find them again later.

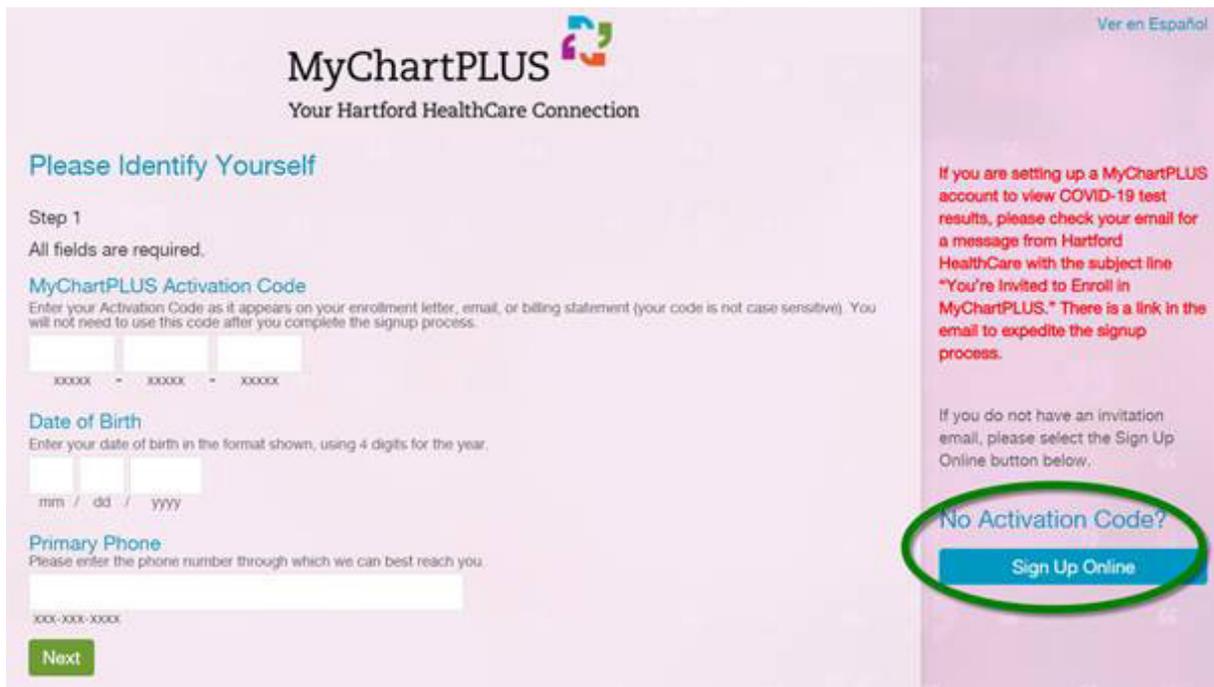
On the right side, there is a sign-in section with fields for Username (not case sensitive) and Password, a Sign in button, and links for "Forgot username?" and "Forgot password?". Below this is a "New User?" section with a red text warning: "If you are setting up a MyChartPLUS account to view COVID-19 test results, please check your email for a message from Hartford HealthCare with the subject line 'You're Invited to Enroll in MyChartPLUS.'" There is a link in the email to expedite the signup process." A "Sign up now" button is circled in green.

At the bottom, there is a "Pay My Bill" button.

Legal disclaimer: **In certain circumstances, a minor may manage their own treatment and related medical records without a parent's or guardian's consent. Therefore, when creating a MyChartPLUS account for a minor, HHC may take steps to verify the minor's identity or confirm that the minor consents to their parent or guardian controlling their MyChartPlus account.**

Links for information from Hartford HealthCare about Coronavirus (COVID-19) and from the CDC about Coronavirus (COVID-19).

2. Click to Sign up Online



The screenshot shows the "Please Identify Yourself" registration form with the following fields:

- MyChartPLUS Activation Code**: Enter your Activation Code as it appears on your enrollment letter, email, or billing statement (your code is not case sensitive). You will not need to use this code after you complete the signup process. (Format: XXXXX - XXXXX - XXXXX)
- Date of Birth**: Enter your date of birth in the format shown, using 4 digits for the year. (Format: mm / dd / yyyy)
- Primary Phone**: Please enter the phone number through which we can best reach you. (Format: XXX-XXX-XXXX)

A "Next" button is located at the bottom left.

On the right side, there is a "No Activation Code?" section with a "Sign Up Online" button circled in green. Above this button is a red text warning: "If you are setting up a MyChartPLUS account to view COVID-19 test results, please check your email for a message from Hartford HealthCare with the subject line 'You're Invited to Enroll in MyChartPLUS.'" There is a link in the email to expedite the signup process." Below this is a note: "If you do not have an invitation email, please select the Sign Up Online button below."



4. Fill out your information and submit to receive your activation code.


MyChartPLUS
Your Hartford HealthCare Connection

Create a MyChartPLUS Account

If you are setting up a MyChartPLUS account to view COVID-19 test results, please check your email for a message from Hartford HealthCare with the subject line "You're Invited to Enroll in MyChartPLUS." There is a link in the email to expedite the signup process. If you do not have an email, please complete the form below.

To set-up your MyChartPLUS account you must first enter the required pieces of demographic information in the form below. We will verify your identity using questions from a third-party verification system, once your identity has been verified you will be prompted to begin the set-up process. If we are unable to verify your identity using the demographic information you have entered you will be prompted to contact technical support. If you have any questions, you may contact technical support by phone at 860.972.4993 between the hours of 8 a.m. - 5 p.m. Monday through Friday, excluding holidays.

* Indicates a required field

Name

* First name	Middle name	* Last name
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Address

* Address information is required.

* Country
United States of America

* Street Address

* City * State * ZIP

County

Other Information

* Date of birth

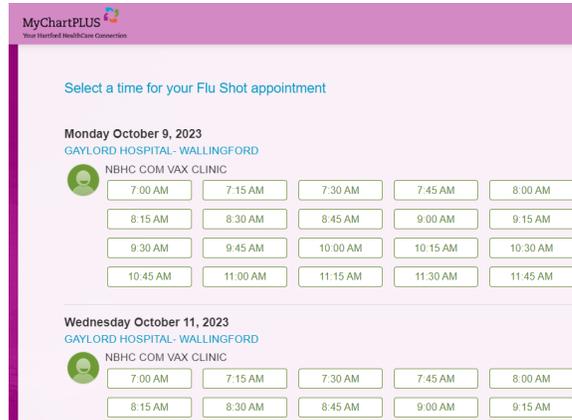
* Legal Sex
Female Male Unknown Other



After creating MyChartPLUS account, you'll need to schedule an appointment through MyChartPLUS. Use the Scheduling Link below then follow prompts provided in screenshots
<https://opensched.mychartplus.org/opensched/openscheduling/standalone?id=1172471&dept=113016003&vt=4829>

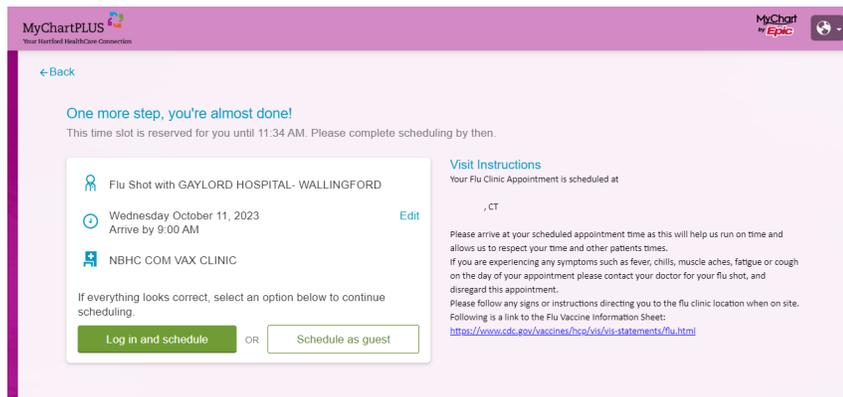
Selecting an Appointment:

1. Click the link provided by your employer. **SEEN ABOVE**
2. Once routed to MyChartPLUS, select the appropriate **date and time** that works best for you



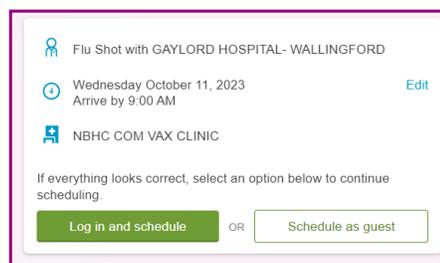
Note: More than one staff member can schedule for the same 15 minute interval. Available appointments for each 15 minutes is based on how many nurses are working at each clinic. If you are unable to register for a particular time slot, most likely all appointment spots have been booked.

3. One more step, you're almost done! Review your appointment and verify that everything is correct. Complete the scheduling workflow by following the steps below for **Existing MyChartPLUS** account holders or **Scheduling as guest**.



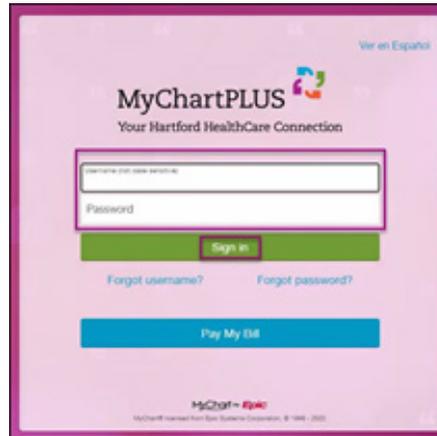
Complete Scheduling With an Existing MyChartPLUS Account:

1. After you verify your appointment click **Log in and schedule**.

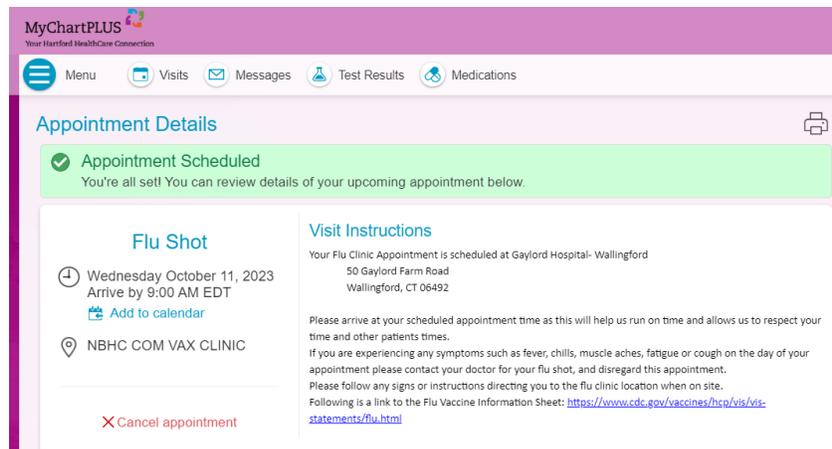




2. Enter your **Username and Password**, then click **Sign In**.
3. Your appointment is now scheduled.

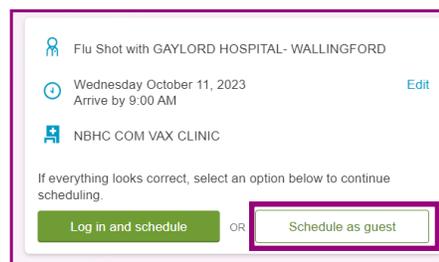


- a. Verify your appointment is scheduled successfully.
- b. Review the address located in the Visit Instructions



Complete Scheduling as a Guest: MyChartPLUS Account:

1. After you verify your appointment click **Schedule as guest**.





2. You are brought to the Schedule as Guest workflow where you need to enter all Patient details. Complete all of the required items.

Schedule as Guest

We need to collect some information about the patient in order to schedule this appointment. If you have any questions, please contact your clinic.

Name (Required)

First name: Middle name: Last name:

Address (Required)

United States of America

Street Address:

City: State: Zip:

County:

Other Information (For patients under the age of 18, please contact technical support)

Gender: Female Male Unknown Other

Date of birth (you must be at least 18):

Last four digits of SSN:

Primary Phone: Secondary Phone:

Email address: Work email address:

Race:

Ethnicity:

3. Next, you need to enter the insurance information. Enter your Insurance Provider. **HINT:** You can click the drop down arrow to display options.

MyChartPLUS MyChart by Epic

Schedule as Guest

Patient details Insurance

Insurance information

Select your insurance provider

4. Complete your **insurance information; Member Number, Group Number (if available), Policy Holder**, and click **Submit**.

MyChartPLUS MyChart by Epic

Schedule as Guest

Patient details Insurance

Insurance information

Select your insurance provider:

Member Number:

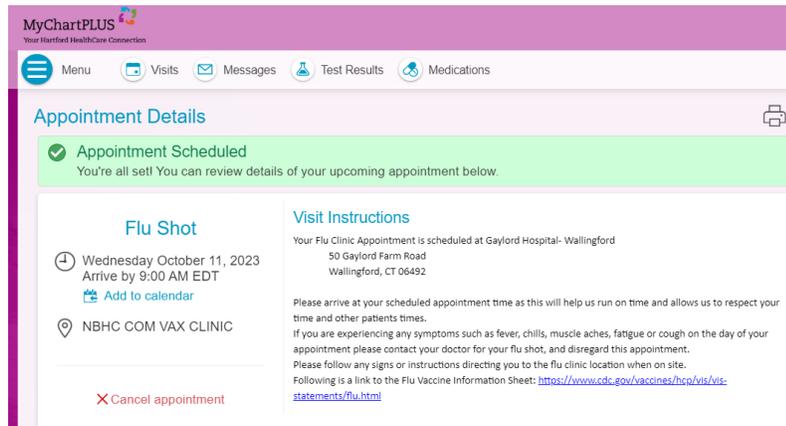
Group Number:

Is the patient the policy holder for this insurance?

Yes No



5. You appointment is now scheduled.



- a. Verify your appointment is scheduled successfully.
- b. Review the address located in the Visit Instructions

INFECTION PREVENTION-INFLUENZA CLINICS

- Influenza clinics held by Infection Prevention will **only** be for those that either don't have insurance or have insurance not accepted by Hartford Healthcare
- Appointments **are not** necessary

Holland Conference Room

Wed, Oct 11
7am - 8am

Fri, Oct 27
7am - 8am

Mon, Nov 6
7am - 8am

Mon, Oct 16
2pm - 3pm

Thurs, Nov 2
12pm - 1pm



INFUENZA VACCINE DOCUMENTATION COVER SHEET

If you are submitting proof of flu vaccination documentation NOT received at Gaylord (whether through Hartford Healthcare or Infection Prevention) -Please complete this cover sheet and submit with your flu documentation.

PLEASE PRINT CLEARLY:

Name of employee: _____

Position: _____

Department: _____

Name of supervisor: _____

Date flu vaccine received: _____

Date flu documentation submitted: _____

After completing this cover sheet-submit all paperwork via email by scanning forms to: **FluVaccine@gaylord.org**

Please contact Sonnia Belcourt (sbelcourt@gaylord.org)with any questions.