

## *What's New . . .*

July 2022

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### **Business Managers' Meetings**

The next Business Managers' Meeting is scheduled for Thursday, September 8, 2022, at 9:00 a.m. in Morrissey Hall, 0200 Lecture Hall at 3700 Lindell.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact [Jessica Winet-Fleer](#). We would love to hear about best practices in your area as others could benefit as well.

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### **Financial Planning & Budget**

The Office of Financial Planning & Budget has completed loading the FY23 Operating budget in Workday. Please use the following report to review your budgets.

- CR – FIN – Budget vs Actuals by Org

### **July Budget Development Milestones**

- **07/01/22** – Start of new fiscal year and FY23 Operating Budget available in Workday.
- **07/05/22** – Costing Allocation/Labor distribution changes need to be complete for first biweekly payroll.
- **07/19/22** – Costing Allocation/Labor distribution changes need to be complete for July monthly payroll.

### **Business Services**

#### **VWR Account Management**

The account representative for VWR/Avantor has recently changed. Please reach out to Cole Fournie at 314.804.9720 or [cole.fournie@avantorsciences.com](mailto:cole.fournie@avantorsciences.com) to contact VWR/Avantor.

#### **New Dry Ice Supplier**

As of August 8, 2022, Cee Kay Supply Inc. will be the University's dry ice provider. Ben Verhagen, our Cee Kay account representative should have reached out to all departments that currently use dry ice, and departments should have completed the attached form. If you have a need for dry ice, please reach out to Ben, who can be reached at [benv@ceekay.com](mailto:benv@ceekay.com). Internally, you can also reach out to Ellen Borowiak at [ellen.borowiak@slu.edu](mailto:ellen.borowiak@slu.edu).

## Human Resources

### New Employee Orientation now in Workday Learning

As of Tuesday, July 5, all new hires will receive the New Employee Orientation: Welcome to SLU through Workday.



Content will be assigned based on the employee type. For example, Full-Time Staff and Faculty will receive information including the Welcome, Payroll and Time Off, and Benefits. Part-Time Staff and Faculty, Student Workers, and others will receive the Welcome and Payroll, while Contingent Workers will only receive the Welcome video.

## Welcome

### Timely Suggestions



#### You Have Assigned Learning Due Soon

Complete this training before July 20, 2022

[Start Learning](#)

Two weeks after the hire date, new employees will receive a Workday notification to view the University Orientation.

As a business manager, please check with your new team members to ensure they receive and view the orientation content. If you have any questions, please email [training@slu.edu](mailto:training@slu.edu).

### Risk Management

As a result of the integration of SLUCare with SSM Health, the University has partnered with a new Employee Health provider. Effective Friday, July 1, 2022, the new Employee Health provider for Saint Louis University work related injuries will be Concentra Urgent Care.

Concentra is located **3100 Market Street**. They can be reached at **314-421-2557**. Their website is [www.concentra.com](http://www.concentra.com). More information is available in the attached pdfs and on the Risk Management website at [www.slu.edu/facilities/risk-management-insurance](http://www.slu.edu/facilities/risk-management-insurance).

## Workday Financials



### Workday Accounting Structure Updates

- **Change to Spend Category Name**
  - SC30038 (671000) Stipends changed to **Stipends No F&A Allowed**
- **Other**
  - See **Crosswalk: Financial Reports** in the Workday Job Aid & Video Library for a listing of useful reports.

## Year End Reminders

Follow the link below to refer to the fiscal year end instructions and calendar:

<https://www.slu.edu/business-finance/departments-and-offices/financial-services/year-end-processing/index.php>

## Budget Check

- Effective 7/1/22, Budget check has been disabled on the following Workday business process events. This change has been implemented to eliminate delays and redundant approvals.
  - Requisitions
  - Purchase Orders
  - Supplier Invoice Request
  - Internal Service Delivery
  - Supplier Contract
  - Supplier Contract Amendment

## Office of Compliance & Ethics



The Saint Louis University Integrity Hotline is available as a confidential, toll-free resource for anyone with a concern regarding business, billing, and/or ethical practices in his or her department. Anonymous or self-identified reports of any nature can be made to the Integrity Hotline at **1-877-525-5669**. Additional information and FAQs regarding the Integrity Hotline can be found at the Office of University Compliance and Ethics homepage. See attached link:

<https://www.slu.edu/compliance-ethics/hotline.php>

# WELCOME TO CK SUPPLY!

Dry Ice Pellets or Rice Lbs. per delivery:

Department name:

Street Address:

Building name:

Floor #, Room#:

Contact name:

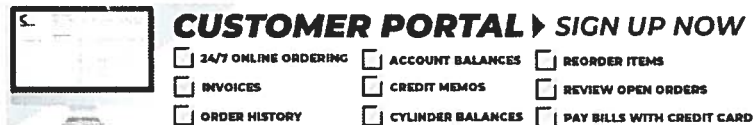
A) Phone # to text:

B) Phone # to call:

We look forward to fulfilling your Dry Ice needs!

Orders contact:

Sarah Scott [sScott@CKsupply.com](mailto:sScott@CKsupply.com) 314-644-3500 x1106



Account Management contact:

Ben Verhagen [bVerhagen@CKsupply.com](mailto:bVerhagen@CKsupply.com) 314-644-3500 x1126

## Employee Health – New Provider and Procedures

As a result of the integration of SLUCare with SSM Health, the University has partnered with a new Employee Health provider.

Effective July 1, 2022, the new Employee Health provider for Saint Louis University will be:

### **Concentra Urgent Care**

**3100 Market Street**

**St. Louis, MO 63103**

**314-421-2557**

**Days of Operation: Monday - Friday**

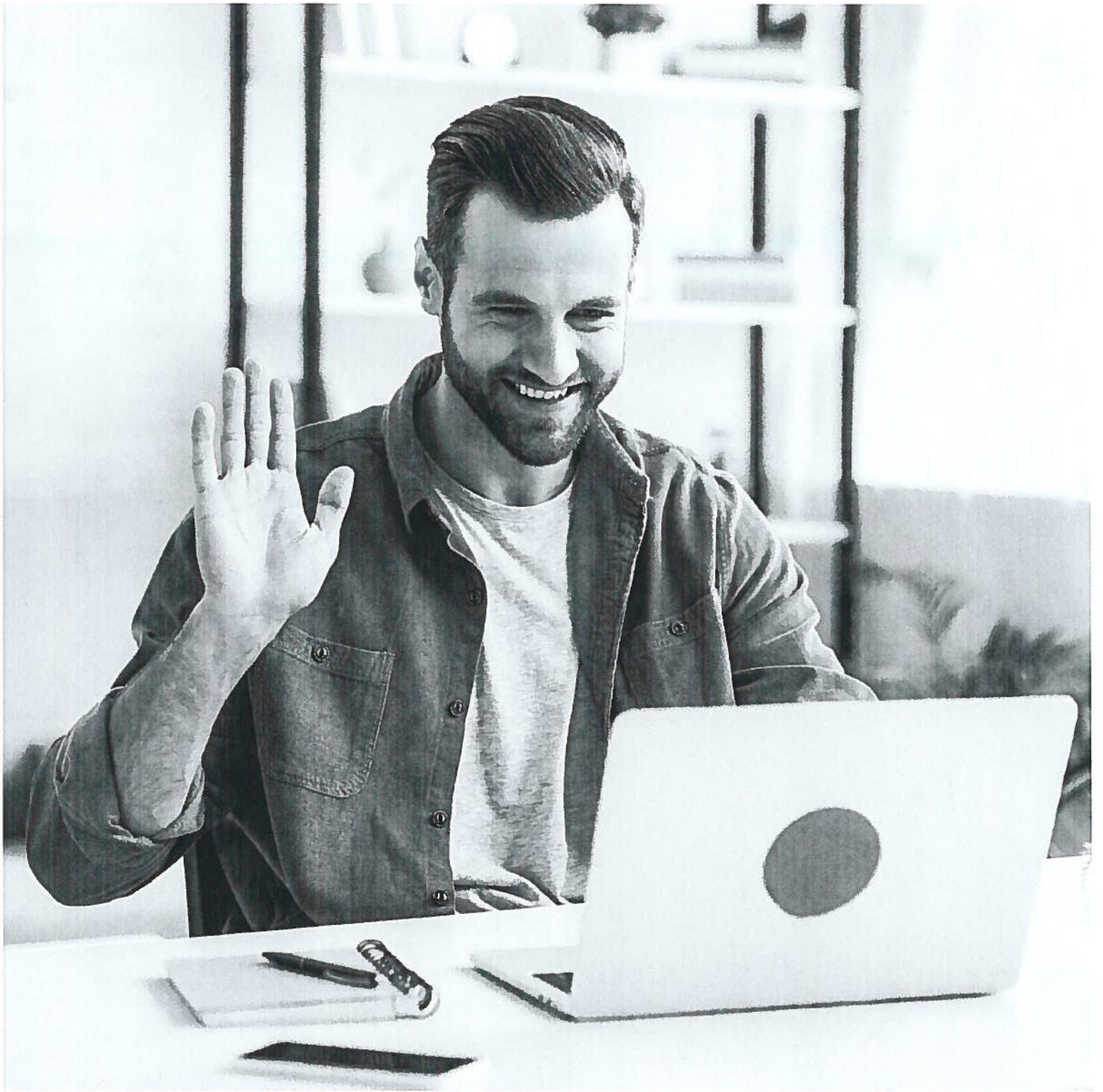
**Hours: 8am – 5pm**

**[www.concentra.com](http://www.concentra.com)**

- Concentra observes the following holidays for 2022 and will be closed.
  - Monday July 4<sup>th</sup> Independence Day
  - Monday Sept 5th Labor Day
  - Thursday Nov 24th Thanksgiving Day (At this time all centers in STL are scheduled to be open Friday Nov 25th)
  - Monday Dec 26th Christmas Day (observed)
  - Monday Jan 2nd New Year's Day (observed)
  
- If you have a workplace injury, and need to be seen for your injury, you do not need an appointment, however, your supervisor **must complete** an "Authorization for Examination or Treatment" form to authorize your care. They will need to provide your name, your employee number, and their name. You will be asked to present a photo ID at time of service. This form will be available on the Risk Management website effective 7/1/22.
  
- Concentra does not offer COVID testing.
  
- If your injury occurs after hours, please go to SSM Saint Louis University Hospital. If it is not an emergency, Concentra offers Telemedicine 24hrs. a day, 7 days a week.
  
- Concentra Telemed is accessible through the Concentra Telemed app or online through [www.concentratelemed.com](http://www.concentratelemed.com). Please see attached guide for more information.

- Concentra offers free transportation to and from the clinic through a service called One Call (Uber and Lyft drivers). All their drivers are screened for this type of driving. This service is obtained by calling the clinic (314-421-2557). The clinic will make arrangements for the transportation.
- For those whom English is not their first language, they can have a live translator on the phone at the facility to assist you.
- ***If you have a follow up appointment scheduled at Employee Health on July 1 or later, you must plan to be seen at Concentra Urgent Care. All specialist doctors will stay as scheduled.***

Risk Management will still ask that you fill out a report of injury form to describe how you were injured while you were working. This must be sent into Risk Management, not Concentra within 24 hours of your injury. [Employee Report of Injury Form](#). More information is available on the Risk Management website at [www.slu.edu/facilities/risk-management-insurance](http://www.slu.edu/facilities/risk-management-insurance).



# An Innovative Way to Get Care for Work Injuries

Employee Quick Start Guide

**Concentra**<sup>®</sup>  
Telemed

## Welcome to Concentra Telemed

We believe in the importance of providing options to help you access immediate medical care following a work injury. That's why we've partnered with Concentra<sup>®</sup>, the nation's largest occupational health provider, to offer Concentra Telemed<sup>®</sup>.

## What is Concentra Telemed?

Concentra Telemed is a telemedicine platform designed specifically for the treatment of relatively minor, work-related injuries. It uses video technology to deliver health care to you when and where you need it using a smartphone, tablet, or computer.

## Better Access for Better Health Outcomes

You never know when you may need a clinician for a work-related incident. When you do, the sooner you can get treated, the better. Concentra Telemed can be used any time or place.

## Telemedicine Services

Concentra clinicians are trained to treat occupational health conditions using a telemedicine platform. They can consult on and diagnose conditions, prescribe medications, and treat you when you are injured and during your recovery.

Instead of having to schedule time away from work to attend a doctor's appointment or travel to and from a medical office, this telemedicine app lets you interact with a clinician soon after the incident. Some of the injuries and conditions treated through Concentra Telemed include:

- Grade I/II upper/lower extremity strains/sprains
- Abrasions/scrapes
- Minor neck and back strains/sprains
- Contact dermatitis/rashes
- Bruises/contusions
- Tendonitis/repetitive-use injuries
- Minor burns
- Bloodborne pathogen exposures

## Treatment for Minor Injuries

Concentra Telemed can be used to treat minor work injuries or injuries that may not require hands-on treatment. It is not designed for the treatment of serious or life-threatening injuries. For more serious injuries, always follow your employer's workplace incident reporting protocol and seek emergency medical services. Please contact your supervisor for more information.



## Additional Telemedicine Services

The following services are also available using Concentra Telemed:

### Concentra Telerehab<sup>®</sup>

- Employees previously seen at a Concentra medical center for physical therapy may use our telemedicine platform to continue their rehab sessions.

### COVID-19 Return-to-Work Evaluation

- Evaluate employees who tested positive for or were potentially exposed to COVID-19 before they return to work.

### Telemedicine Transfer-of-Care Evaluation

- Employees who were injured at work and began treatment with another health care provider may have the option to transfer work injury care to Concentra via Concentra Telemed.

Some of the additional telemedicine services require an appointment and/or authorization. Other conditions may also apply. Contact your nearby Concentra medical center or onsite clinic for more information.

## Privacy Matters

The platform meets all HIPAA compliance standards, ensuring a private, secure interaction during each video visit. Plus, video sessions are never recorded.

## Service Hours

Concentra Telemed offers 24/7 access in all available states. For a current list of available states, go to [concentra.com/telemedicine](https://concentra.com/telemedicine). Click Employer Resources, and select Concentra Telemed Availability.

## How It Works

To get started, download the Concentra Telemed app from the [Apple App Store](#) or [Google Play](#). You can also use the web version; just go to [www.concentratelemed.com](https://www.concentratelemed.com) from a computer. You will speak with a care coordinator for intake. The care coordinator will evaluate your condition to determine if telemedicine is a good option. If telemedicine is recommended – and accepted by you – you will be connected to a Concentra clinician for a video visit.

## Web Registration

### PC/Mac/Laptop/Apple/Android

Whether on a computer, smartphone, or tablet, Concentra Telemed offers an exceptional web experience.

For the best experience, we recommend the following:

- Use a computer with a webcam and microphone
- Click the “Test My Computer” button in the primary navigation bar
- For optimal video experience, use a wired, high-speed internet connection with a bandwidth of 3 MB/s
- Close all other video applications (e.g., Skype, WebEx) while using

### PC and Android Users

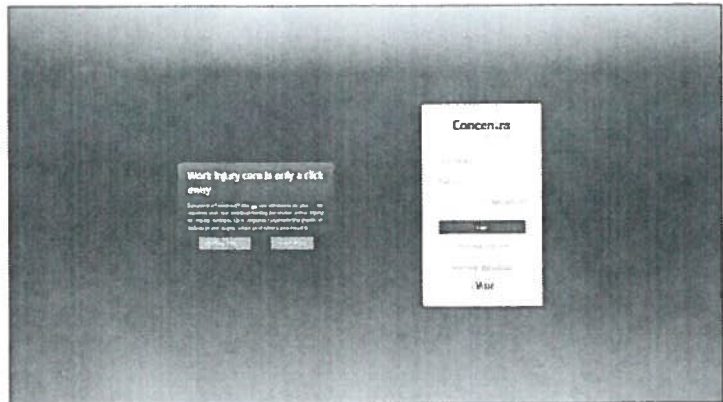
Use the latest version of Google Chrome or Mozilla Firefox (recommended)

### Mac and Apple (iOS) Users

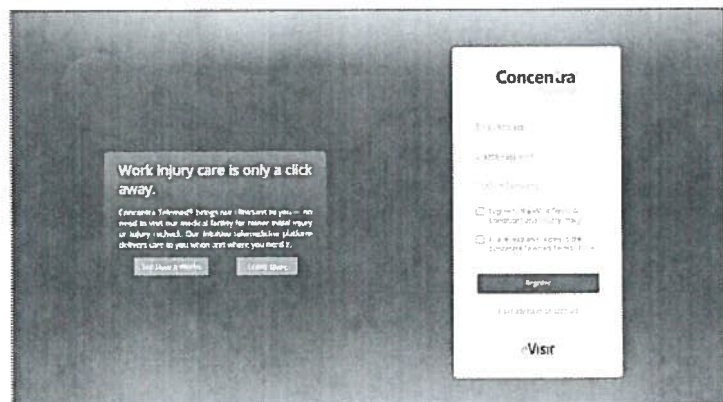
Use the latest version of Safari (recommended)

## Getting Started (Web Instructions)

- 1 Go to [www.concentratelemed.com](http://www.concentratelemed.com) from your computer or mobile device.



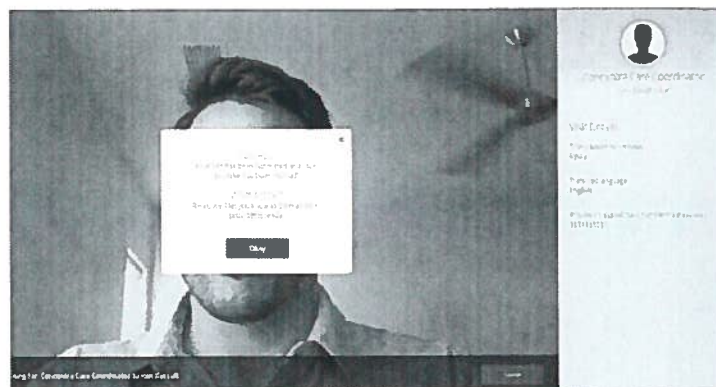
- 2 Click "I don't have an account" and follow the prompts to create a new account.



- 3 Input the state you are currently in and some basic information to create your account. Then, log in and confirm your location. Wait to be connected with a care coordinator to complete patient intake.



- 4 A care coordinator will connect with you and complete patient intake. You will then be placed in a virtual waiting room until the clinician is ready.



- 5 You are connected to a clinician for evaluation, diagnosis, and treatment.



- 6 After the exam is over, you will be connected to the care coordinator again, who will complete checkout and provide discharge instructions.



## Technical Support

For 24/7 technical assistance, call 855.835.6337.

You can get help with login issues, connection problems, and other user issues.

## Mobile Registration

### Android/Apple

Apple and Android users can also use the Concentra Telemed mobile app.

For the best experience, we recommend the following:

- Use a smartphone with a microphone and webcam
- Use a device with a 4G connection (or better)
- Use Wi-Fi
- Have a strong phone signal (4-5 bars)
- Install the latest operating system on your device

### Compatible Android Devices

- Any Android device newer than 2 years old and running Android 4.4 or higher

### Compatible Apple (iOS) Devices

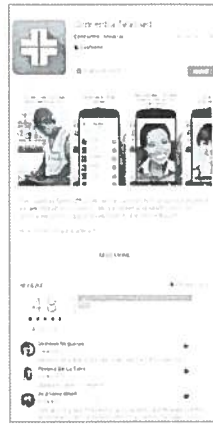
- Any iOS device newer than 3 years old, and running iOS 8 or higher

## Getting Started (Mobile Instructions)



1

Search the [Apple App Store](#) or [Google Play](#) for “Concentra Telemed.”



2

Download the Concentra Telemed app.



3

Open the app. Register and log in. You will need your email address and photo ID.



4

Once logged in, select an available care coordinator to start the patient intake process. The coordinator will get information about your condition.

5

The care coordinator will complete patient intake and connect you to a clinician.



6

Once the clinician is available, you will start your visit.

7

After the exam is over, you will be connected to the care coordinator again, who will provide discharge instructions.

\*You cannot access the app on a computer. Visit [concentratelemed.com](https://concentratelemed.com)

**Concentra**<sup>®</sup>  
Telemed