

# Wellstar MCG

## Enablement Toolkit - Know / Share / Do

May 2024

## Know, Share, Do – Toolkit #5

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The information below is designed to help you engage your team members and share monthly updates about the integration process with Wellstar.



### KEY INFORMATION LEADERS NEED TO KNOW.

- **Secure Access:** You will use the Microsoft Authenticator mobile app to access Wellstar applications and platforms securely with multi-factor authentication, particularly when working from outside the Wellstar network (e.g. from home or AU location, on an AU device). You can find more information on our website [HERE](#).
- **Epic Training:** Managers will be responsible for registering their clinical and revenue cycle teams online in June. The training team will be available to assist you with the process.
- **Enrollment:** Your opportunity to enroll and make choices concerning your WHS employee benefits will be during our “Welcome Enrollment” event which takes place June 17 through July 15, 2024. Benefits are effective as of August 1, 2024.



### INFORMATION LEADERS NEED TO SHARE WITH THEIR TEAMS.

- **Welcome to Wellstar MCG Website:** We have launched a revamped version of the Welcome to Wellstar MCG website! This site will serve as your one stop shop to access documents like this KSD and other integration related materials.
- **Get your new WHS Badge:** You can pick up your new badge in July!
- **Microsoft 365:** Use your Wellstar OneID (WMCG & AU) to log into Outlook, SharePoint, Teams, and OneDrive in July. What it will mean for you:
  - **If you are employed by WMCG:** Once we migrate to M365, you will use your new @wellstar account and will no longer have access to your @augusta email.
  - **If you are employed by AU & affiliated with WMCG (e.g., faculty):** You will receive an @wellstar.org account and continue to use your current @augusta.edu account and AU M365 platform.
- Team members will need to complete the **required Workday / UKG training between June 17-July 26**. For most team members, training will occur online via HealthStream at a time of their choosing, lasting 60-90 minutes. WMCG employed team members will learn how to check pay slips, clock time (if non-exempt), and more.
- It is critical for **Clinical team members (including AU and WMCG) to make themselves available August through September** to complete the required Epic Training modules according to the training schedule.
- For the period between **June 1, 2024, and October 5, 2024, PTO restrictions will be in place for all WMCG Team Members**. PTO requests will require more stringent manager review and approval.
- **Epic Go-Live Date:** The Epic system will go-live at WMCG for all clinical and revenue cycle team members on October 5.



### TAKE ACTION ON THESE IMPORTANT ITEMS.



- As a reminder from last month, **activate your Wellstar OneID** if you haven't already:
  1. Find most recent email from [oneid@wellstar.org](mailto:oneid@wellstar.org) (*Hint: It may be in your spam folder*)
  2. Follow the instructions in the email.
  3. Provide your **personal email and cell phone number** when activating
- **Register now for multi-factor authorization**, which will allow secure access to the Wellstar network when we migrate later this year. Instructions can be found at <https://welcometowellstar.com/mfa>
- **Prepare for your move to Wellstar Outlook, SharePoint, Teams and OneDrive in July**

**If you are employed by WMCG:**

1. Transfer the content you would like to keep from your local workstation's (C:) drive to your AUHS Box, such as files from your desktop, documents, browser bookmarks and pictures as detailed [HERE](#)
2. Review and delete content you no longer need from your mailbox, SharePoint, Box, SHARE (H:), MYFILES (U:) and MYFILES (F:).
3. If you use your @augusta.edu email for personal matters like banking or retail, switch these to a personal email address. Otherwise, you may miss important emails and face password reset issues after the migration.

**If you are employed by AU & affiliated with WMCG (e.g., faculty)**

These steps to prepare for M365 are not applicable to you. Please feel free to skip.

- Learn about the **Epic training classes you and your team need to take**. The comprehensive course catalog describes the required training for each role.
- Distribute the monthly toolkit from the link [HERE!](#)