

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 Zanzvetor, Kim Tuccitto, Jill Hellstrand, Kara Dorsey, and Jim Russo for generously donating their morning to a great cause.

Our Values are

Integrity

Compassion

Accountability

Respect

Excellence

FYI DEADLINE

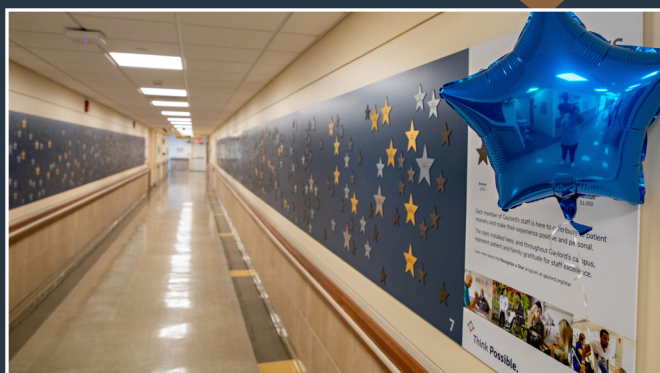
The deadline for the next FYI is Friday, October 13.

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.



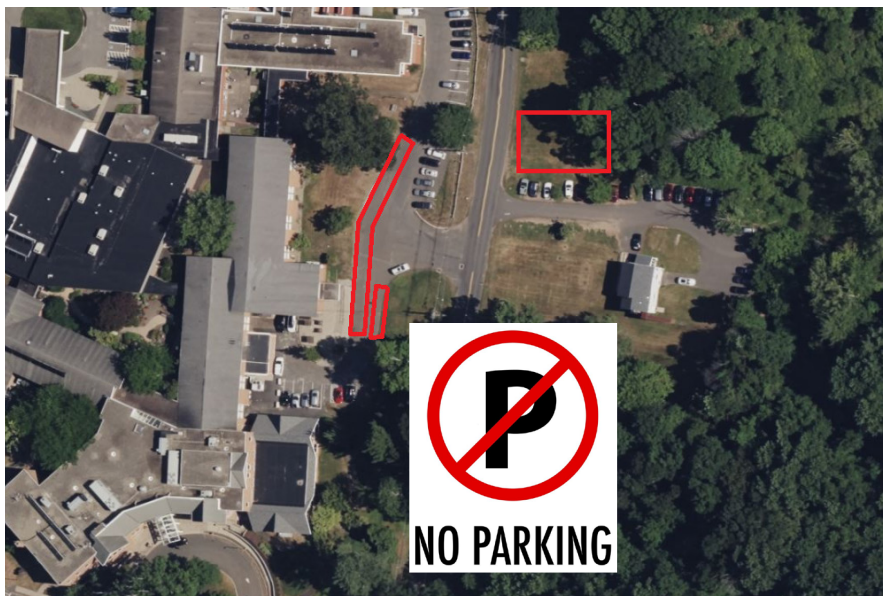


Goat Therapy for Stress Releif

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.



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

CMSA[™]
Case Management Society of America

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
Socktober October 1-31	Infection Prevention Week	Employee Giving Campaign November 2-17	Jeans for Charity December 1, 15, 29	Jeans for Charity
Jeans for Charity October 6, 20	National Patient Account Management Week	Jeans for Charity November 3, 17	Employee Meeting December 6	
Halloween Bake Sale October 27	Healthcare Quality Week	Flu Vaccination Deadline November 10	Holiday Window Painting December 7	
National Physical Therapy Month		CARF Survey Visit November 13-14		
National Case Management Week		Helping Hands Ice Cream Social November 15		
National Respiratory Care Week				
National Pharmacy Week				

“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.




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!



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



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



Follow Gaylord on Twitter.
twitter.com/GaylordHealth



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



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

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Equipment Need to Know

NOT microwaveable

I'm **NOT** trash

Gaylord Specialty Healthcare



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
EXPANSE

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 members 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

MyChartPLUS
Your Hartford HealthCare Connection

Communicate with your doctor
Get answers to your medical questions from the comfort of your own home

Access your test results
No more waiting for a phone call or letter – view your results and your doctor's comments within days

Request prescription refills
Send a refill request for any of your refillable medications

Manage your appointments
Schedule your next appointment, or view details of your past and upcoming appointments

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

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.

Sign in

Username (not case sensitive)
Password

Sign in

[Forgot username?](#) [Forgot password?](#)

New User?
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 sign up process.

Sign up now

Pay My Bill

Click [here](#) for information from Hartford HealthCare about Coronavirus (COVID-19).
Click [here](#) for information from the CDC about Coronavirus (COVID-19).

2. Click to Sign up Online

MyChartPLUS
Your Hartford HealthCare Connection

Please Identify Yourself

Step 1
All fields are required.

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.

XXXXX - XXXXX - XXXXX

Date of Birth
Enter your date of birth in the format shown, using 4 digits for the year.

mm / dd / yyyy

Primary Phone
Please enter the phone number through which we can best reach you.

xxx-xxx-xxxx

Next


No Activation Code?
Sign Up Online

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 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

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

The screenshot shows the MyChartPLUS interface for selecting a time for a Flu Shot appointment. It displays two dates: Monday, October 9, 2023, and Wednesday, October 11, 2023, both at GAYLORD HOSPITAL - WALLINGFORD, NBHC COM VAX CLINIC. For each date, a grid of 15-minute time slots is shown, ranging from 7:00 AM to 11:45 AM. The interface includes the MyChartPLUS logo and a 'Select a time for your Flu Shot appointment' heading.

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**.

The screenshot shows the MyChartPLUS confirmation screen. It displays the appointment details: Flu Shot with GAYLORD HOSPITAL - WALLINGFORD, Wednesday, October 11, 2023, arriving by 9:00 AM, at NBHC COM VAX CLINIC. It includes a 'Back' button, an 'Edit' button, and a 'Log in and schedule' button. A 'Visit Instructions' section provides additional information about the appointment and a link to the Flu Vaccine Information Sheet.

Complete Scheduling With an Existing MyChartPLUS Account:

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

This is a zoomed-in view of the confirmation screen from the previous screenshot. It highlights the appointment details: Flu Shot with GAYLORD HOSPITAL - WALLINGFORD, Wednesday, October 11, 2023, arriving by 9:00 AM, at NBHC COM VAX CLINIC. It includes a 'Back' button, an 'Edit' button, and a 'Log in and schedule' button. A 'Visit Instructions' section provides additional information about the appointment and a link to the Flu Vaccine Information Sheet.



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.

* Indication is required field

Name

First name Middle name Last name

Address

* Address information is required

Country: United States of America

Street address

City State Zip

County

Other Information

For patients under the age of 18, please contact technical support

* Legal Sex: Female Male Unknown Other

Date of birth (you must be at least 18)

Last four digits of SSN

Primary Phone Secondary Phone

Email address Verify email address

Race: American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander

You can hold the CTRL key while clicking to select multiple options

ethnicity

Next

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

Schedule as Guest

Patient details Insurance

Insurance information

Select your insurance provider

This is required

Submit Back

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

MyChartPLUS

Schedule as Guest

Patient details Insurance

Insurance information

Select your insurance provider: Aetna

Member Number

Group Number

Is the patient the policy holder for this insurance?

Yes No

Submit Back



5. You appointment is now scheduled.

The screenshot shows the 'MyChartPLUS' interface with a purple header. Below the header is a navigation bar with icons for Menu, Visits, Messages, Test Results, and Medications. The main section is titled 'Appointment Details' and features a green status bar that reads 'Appointment Scheduled' with a checkmark icon and the text 'You're all set! You can review details of your upcoming appointment below.' Below this, there are two columns. The left column, titled 'Flu Shot', shows the appointment date as 'Wednesday October 11, 2023' with a clock icon, the time 'Arrive by 9:00 AM EDT' with a calendar icon, and the location 'NBHC COM VAX CLINIC' with a location pin icon. At the bottom of this column is a red 'X' icon and the text 'Cancel appointment'. The right column, titled 'Visit Instructions', provides the address: 'Your Flu Clinic Appointment is scheduled at Gaylord Hospital- Wallingford, 50 Gaylord Farm Road, Wallingford, CT 06492'. It also includes instructions to arrive on time, contact the doctor if experiencing symptoms, and follow any on-site instructions. A link to the 'Flu Vaccine Information Sheet' is provided at the bottom of the instructions.

- 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.