Our Values are

ntegrity

Compassion

 \triangle ccountability

Respect

Excellence

FYI DEADLINE

The deadline for the next FYI is Friday, September 27.

Email: publicrelations@gaylord.org

Celebrate Gaylord's Nursing Professional Development Specialists

A message from Chief Nursing Officer, Lisa Kalafus:

"This week, we celebrate National Nursing Professional Development Week! Our dedicated team of Nursing Professional Development Specialists (NPDS) is committed to advancing nursing practice at Gaylord. They are here for all of us, often day and night, to provide education, training, and ongoing support to our nursing department. We have a phenomenal CNA Academy and Nursing Residency Program, created from the ground up by this team. Together, in collaboration with all of you, our NPDS team has streamlined several policies, guidelines, and workflows to improve the efficiency of patient care. When you see Caitlin Cote (Manager of Nursing Professional Development), Kristen Berg (CNA Program Coordinator), Rosie Delgado (NPDS), Raquel Conklin (NPDS), and Breanna Medina (Student Nurse Advisor/NRP Coordinator) this week, please make sure to recognize them for all they do. We would truly be lost without them! I hope you enjoy learning a little more about this dynamic team":



Caitlin Cote NPD Manager

Caitlin Cote began her career at Gaylord in 2010 as a CNA on Lyman 1. She accepted a night shift position as an RN after graduating with her BSN. A few years after working on the floor, she desired to continue her education and began an MSN program at Sacred Heart University. Shortly after, an evening educator position became available at Gaylord.

Knowing that being a preceptor and teaching others was one of her greatest passions, she applied for the educator role. She also began teaching for Gateway Community College as a clinical instructor. In the pursuit of lifelong learning, she also became certified in Progressive Care Nursing.

In 2020, she earned the position as the Nursing Professional Development (NPD) Manager. Since then, she has received her board certification in Nursing Professional Development. As the NPD Manager, she works closely with all members of the patient care team to support and advocate for their needs. She frequently evaluates nursing practices to ensure they are up to date with evidence-based practice. She promotes professional development, continued learning and career growth by overseeing the CNA Academy, Clinical Advancement Program, Nurse Residency Program and all nursing educational offerings and orientations. She says the best part about being the NPD Manager is working with a talented team of NPD specialists and seeing the great impact that education can have on an individuals' professional growth.

In her personal life, her favorite thing to do is to go camping with her husband, daughter and two dogs. Her family is her greatest joy.



Kristen Berg CNA Program Coordinator

Kristen Berg's career in nursing began as a rehabilitation nurse on Hooker 1. During that time, she discovered a passion for precepting new nursing staff and sharing knowledge with fellow nurses. This experience became the catalyst for her transition into nursing education. She then took on the role of a Professional Development Specialist, where she coordinated orientations for nursing staff and taught various

classes to staff nurses.

Her love for nursing, education, and a deep understanding of the need for more individuals to enter the healthcare workforce led her to accept the position of CNA Program Coordinator. In this pivotal role, she plays a crucial part in preparing students for careers in healthcare, specifically as CNAs. This multifaceted role involves curriculum development, program coordination, and the teaching and mentoring of future CNAs. The CNA Academy was awarded the 2023 Innovation of the Year Award. She was also awarded the Daisy Team award along with her manager Caitlin Cote and was nominated for Employee of the year. Kristen's favorite aspects of being an educator include inspiring students to elevate themselves and instilling the belief that anything is possible with hard work and dedication. She takes great joy in sharing her own experiences with them, and there is nothing more rewarding to her than hearing a CNA graduate say that the reason they are pursuing a nursing career is because of her influence.

A few of Kristen's hobbies include antiquing and botanical cultivation.

Our mission is to enhance health, maximize function and transform lives.



Rosie Delgado Nursing Professional Development Specialist

Rosie Delgado is a Nursing Professional Development Specialist with over eight years of experience in nursing education and clinical practice. She began her career at Gaylord in 2016 as a Milne 2 RN, where she served as a charge nurse, mentor and a valuable resource to her colleagues. Her leadership qualities prompted her manager to encourage her to take on a per diem nursing supervisor role. Her continued professional growth eventually led Rosie to transition to her current role as a NPDS. In this role, Rosie supports new and existing

nursing staff. She enjoys being able to empower nurses with the knowledge and tools they need to excel and make a meaningful impact. Her passion for ensuring nurses feel valued and supported led her to get her master's degree so she can continue to share her knowledge and skills as a clinical instructor. Outside of her professional life, Rosie enjoys spending quality time with her family, friends and dogs.



Raquel Conklin Nursing Professional Development Specialist

Raquel Conklin is a Nursing Professional Development Specialist, responsible for the coordination of new nursing staff orientations as well as the ongoing educational needs of the Nursing Department. She also acts as Co-Chair of the Nursing Professional Practice Council and a Nurse Residency facilitator. Her favorite thing about being an educator is being in a position to advocate for changes in nursing practice that will create a better quality of life for nurses as well as enhance patient outcomes. Prior to working in the Nursing Professional Development

Department, she first began her career at Gaylord as a Student Nurse Technician while in nursing school. Raquel then went on to become a staff nurse on Milne 1 where she took on the roles of charge nurse and preceptor.

In her spare time, Raquel likes spending time with her family and listening to true crime podcasts.



Breanna Medina
Nurse Residency
Coordinator

Breanna Medina, MSN, is the Student Nurse Advisor/Nurse Residency Coordinator in the Nursing Education Department. She is responsible for the recruitment of student nurses and supporting new graduate nurses in the Nurse Residency program. She also acts as a nursing supervisor and will work on the floor at times. Prior to working in the Education Department, she was a staff nurse on Milne 2 where she took on the roles of charge nurse and preceptor. She is also a clinical instructor for Gateway Community College. Her favorite part of being a nurse educator is witnessing the growth

and transformation of students as they develop their skills and confidence.

Outside of work, Breanna enjoys spending time with her family, going to the gym and running, and reading books.



Help Protect Gaylord from Cyber Attacks

What can you do to help protect Gaylord against cyber attacks?

- Be mindful of the email you open and especially the links you click on. If it looks suspicious, don't open it. If it's from someone you don't recognize, don't open it. Don't download anything without checking with IT first!
- 2. Never give your password to someone!
- 3. Logoff! Do NOT leave unattended sessions logged on.
- 4. Report suspect activity to IT immediately.

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!





Research EDucation Development (REDD) Series



Thursday, September 19 12:10 p.m., Via Zoom

To participate email:

John Corbett, jcorbett@gaylord.org for details and ZOOM login information.





Thank you to our amazing staff!



UKG Performance Assessment Training

Managers

*Webinars:

September 18 at 11:00 am September 23 at 12:00 pm

On-Site, IT Training Room, Hooker Ground:

September 17 at 11:00 am & 2:00 pm September 19 at 12:00 pm & 3:00 pm

*Recorded

Questions? Contact Andrea Williams at x2990







UKG Performance Assessment Training

All Employees

*Webinars:

September 20 at 2:00 pm September 24 at 11:00 am & 2:00 pm September 25 at 7:30 am & 3:30 pm September 26 at 11:00 am & 2:00 pm

*Recorded

Questions? Contact Andrea Williams at x2990







Jeans for Charity: Friday, September 20



The featured organization is:

Michael J. Fox Foundation

Click here to learn more.

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.

2025 Benefit Open Enrollment To Begin On October 23



It's that time of year again! Open Enrollment for 2025 Gaylord benefits will occur from Wednesday, October 23

through Wednesday, November 6.

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 18 at 12:10 p.m. There will be an open enrollment fair on Monday, October 21 from 11 a.m. - 3 p.m. in the Brooker Lecture Hall.

More information and a link to the ZOOM meeting will be provided soon. For more information, contact Human Resources at extension 2824.

September		October			November
National Spinal Cord Injury Awareness Month	National Rehabilitation Awareness Week	National Physical Therapy Month	Jeans for Charity October 4, 18	Halloween Parade October 31	Jeans for Charity November 1, 15, 29
	Sept. 16-22	National Case Management Week	200000000000000000000000000000000000000		
Complex Rehab Technology			Duck Derby	Employee Giving Campaign	Blood Drive
Awareness Week	United Way Day of Caring Sept. 19	National Respiratory Care Week	October 4	Kick-Off October 31	November 11
Jeans for Charity Sept. 20	Corks & Forks	National Pharmacy Week	Materials Management Wee October 6-12		
	Sept. 19	Infection Prevention Week	Gaylord Giving Day		
Nursing Professional	5.11. B		October 14		
Development Week	Falls Prevention Awareness Day Sept. 22	National Patient Account Management Week			fi.
Sept. 14-20	Зерг. 22		Employee Meeting		
		Healthcare Quality Week	October 17		

Wacky Olympics

As a busy summer came to a close, the therapy department wrapped it up by hosting its very own Olympics! From a thrilling water balloon toss to an epic capture the flag and an exciting relay race, it was all about friendly competition and having fun. What a fantastic way to recognize and celebrate their hard work!







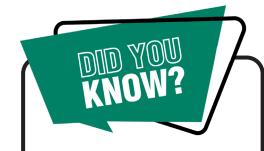
December	January 2025	February	March	April	
Giving Tuesday December 3	Happy New Year	National Heart Month	National Nutrition Month	Occupational Therapy Month	
Jeans for Charity December 6, 20			Brain Injury Awareness Month		
AGAGE		1			Ī

Radiolgy Suite Bigger and Better

We're excited to announce that our imaging suites have been fully expanded and renovated! They're bigger, more comfortable, and packed with advanced capabilities to ensure the best possible results for our patients. Our new touchscreen digital x-ray equipment offers superior image detail, elevating our quality of care. To schedule an appointment, call (203) 284-2888 and press option 6.







Purple Means Pass Off.

If a patient is wearing a purple wrist band or has a purple P on their wheelchair/door, this patient should not be left unattended during transitions of care (i.e. therapy to nursing) and will not be able to travel outside of the nursing unit without a staff member present. See policy 2-300-38: Patient Pass Off & Elopement Risk for more information.



Check out this billboard across CT during September, Spinal Cord Injury Awareness Month.



Employee Flu Vaccine Program



Our Mandatory Employee Influenza Vaccine Program will kick off on **Monday, October 14, 2024**

Gaylord Hospital will be partnering with Griffin Hospital to facilitate employee flu vaccine clinics this year at our Wallingford campus and all off sites. Infection Prevention will not be administering any flu vaccines as Griffin Hospital will accept all insurances including Medicaid/ Husky.

Please note you can also choose to receive your influenza vaccine at your local retail pharmacy or through your medical provider and then submit your documentation following steps below:

- 1. Attach to a cover sheet. Sending over without a cover may cause delay in getting you marked off non-compliant list.
- 2. Write legibly
- 3. Send over electronically to the fluvaccine@gaylord.org email-you can ask your department supervisor to assist with this if needed.
- 4. Do not just leave documentation on Stephanie Wallace or Sonnia Belcourt's desk as your documentation may get lost or we need to reach your with questions.

2024 Flu Vaccine Schedule

Day of the week	Date	Time	Location
Monday	10/14	6 am-11am	Brooker Lecture Hall-Gaylord
Thursday	10/17	2 pm-5 pm	Brooker Lecture Hall-Gaylord
Monday	10/21	12 pm-2 pm	North Haven
Tuesday	10/22	12 pm-1 pm	Cheshire
Tuesday	10/22	2 pm- 3 pm	Cromwell
Wednesday	10/23	10 am-12 pm	Brooker Lecture Hall-Gaylord
Thursday	10/24	12 pm-1 pm	Madison
Friday	10/25	6 am-11 am	Brooker Lecture Hall-Gaylord
Thursday	10/31	2 pm-5 pm	Brooker Lecture Hall-Gaylord
Friday	11/8	10 am-12 pm	Brooker Lecture Hall-Gaylord
Tuesday	11/12	8 am-12 pm	Brooker Lecture Hall-Gaylord-
			LAST DAY of FLU CLINICS

The last day for submission of any flu vaccine documentation will be Friday, November 15, 2024

SCHEDULING FLU APPOINTMENTS

In order to facilitate the smooth operation of the flu clinics please carefully read and follow steps below

1) Schedule your appointment by clicking on the link below

https://outlook.office365.com/owa/calendar/GaylordFluVaccineClinic@griffinhealth.org/bookings/

- 1. Select a flu clinic nurse from the top
- 2. Select a date
- 3. Select a time
- 4. Add your name and email address
- 5. Add other data to remaining fields
- 6. Hit BOOK at the bottom
- 7. You'll receive a confirmation email and option to add to your calendar

2) Prior to your appointment

- 1. Make a copy of your insurance card-front and back
- 2. Make a copy of your driver's license or state issued picture ID-front and back
- 3. If you have access to flu consent form-complete prior to your appointment. WRITE THE NAME OF THE DEPARTMENT YOU WORK IN AT THE TOP OF THE FORM.

3) Once arriving at your scheduled appointment

- 1. Check in with nurse
- 2. Hand copies of your insurance card and driver's license or state issued picture ID
- 3. Hand your completed flu consent form otherwise complete one in the moment- WRITE THE NAME OF THE DEPARTMENT YOU WORK IN AT THE TOP OF THE FORM.

4) After receiving your flu vaccine

- 1. Nurse will sign your triplicate flu consent form and keep yellow copy
- 2. Take a picture of the signed flu consent form- the top white copy. This will be your access to a copy of your flu documentation if you should loose actual form
- 3. Hand white copy of triplicate flu consent form to Gaylord employee stationed near entrance/exit
- 4. You keep the pink copy of the flu consent form

Reiki Training Coming to Gaylord



Reiki Training coming to Gaylord October 2. The Office of Integrative Medicine (OIM) and

Lea Grimaldi will be offering a reiki level 1 training on Wednesday October 2 in the Nursing Education room. It will take place from 10am-3pm with a 30-minute lunch break. It is free of charge, and will include practice and the attunements for the first level of reiki training. The training will cover the definition and history of reiki, principles, explanation of chakras, attunements for reiki level 1, practice, and discussion. It is offered to any staff member who is interested. Staff would need to attend either on their day off or get PTO/supervisor approval.

Please reach out to Lea Grimaldi at x3332 or email lgrimaldi@gaylord.org if you are interested in participating in the training, or have any questions.



The Office of Integrative Medicine





AARP Bulletin

What's it Like Living with Long COVID? Featuring Dr. Kaplan

Click HERE for more media mentions.

Did you know Gaylord holds a weekly 'Photo of the Week' Contest on the intranet homepage?

Share your amazing photos with us and your photo may be chosen for display on the intranet homepage for one week for all to see. Please email photo entries to publicrelations@gaylord.org with your name, department, title and brief description of the photo.



Fit Testing

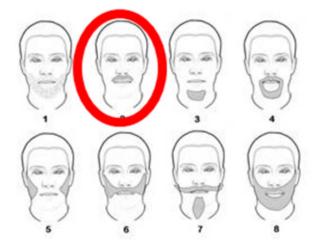
August 6, 2024 - September 19, 2024

Staff that are required to be fit tested will receive an email from Gaylord University, then follow steps to be completed on your phone, desktop, or laptop



Step 1	Questionnaire	All employees are to complete <u>entirely</u> even if not able to fit test	If employee has a beard or more than a thin moustached* per OSHA-no need to fit test-stop after step 1
Step 2	Schedule appointment	Open up time slots available and choose	This is employee's last step
Step 3	Fit tester	This is completed by person fit testing	Completed date will be reflected into each employee's UKG file

*Figure 1-short mustache only acceptable



- 1. Accepting walk-ins will be very limited. Staff will still be required to complete questionnaire on UKG and will be taken after scheduled appointments.
- 2. Fit tests will be conducted by trained personnel following the OSHA guidelines.
- 3. At the completion of fit testing, employees will receive a Fit Testing Verification Respirator Training card.
- 4. Thereafter, employees will receive an annual reminder of fit testing.
- 5. Any HCW tested May through July 2024 will not have to fit test until 2025 however they will still have to complete the questionnaire and provide the documentation of fit testing if from another facility.
- 6. Please keep in mind that this process is new and it may encounter some delays in testingwe appreciate your patience.



ALL NURSING EMPLOYEES

Competency Validation

August 5- September 20

See your email for more information

Mandatory Annual Requirements:

1.*Clinical skills validation packets:

Complete packet & return to your unit's "competency box" by 9/20

*Nurses, PCTs/SNTs and MTs only

2. Gaylord University (UKG Pro Learning) online competency curriculum:

Complete all assignments by 9/20

3.N95 Fit Testing: Register in UKG. Call Infection Prevention x2795 with questions.

Questions?

Call the NPD Department x2135



Approved Validators

Andrea Fairchild, L1 RN
Mia Pulisciano, L1 RN
Allison Crandall, L1 RN
April O'Neill, L1 RN
Jaime Maddalena, L1 RN
Brianna Puccino, L1 RN
Siobhan Peng, H1 RN
Jaime Kaska, H1 RN
Yazmin Ortiz, H1 RN
Arelis Quintana, H1 RN
Emily Clifford, M1 RN
Keri Saxton, M1, UNL
Liz Kelly, M1 RN
Brian Poplawski, M1 RN
Ciara Caliwara, H2 RN

Beth Benigni, RN Jennifer Lombardi, RN Rosie Delgado, RN Raquel Conklin, RN Caitlin Cote, RN Breanna Medina, RN Kristen Berg, RN

Erin Keef, H1 PCT Shauna Crawford, M1 PCT Theresa Smith, H1 PCT Charlease Hunter, L2 PCT

PCTs & MTs can be signed off by a PCT or RN/LPN validator. RNs/LPNs can only be signed off by another nurse.



UKG Pro Mobile Application

Impact

 UKG Pro mobile application users may experience intermittent errors when attempting to log in manually or by using biometrics. Users may also receive a prompt to re-enter their access code.

Status

- A new version (version 1.9.5) of the UKG Pro mobile application has been released to the Google Play Store and the App Store on September 16,2024 at 10:30 AM ET today.
- Please Delete the app then download this latest version at your earliest convenience to resolve your mobile issues.
- Once Reinstalled the Company Code is: gaylord
- Note Google rollouts may take up to 24 hours to be seen in the Play Store. Please continue to check the Play Store over the next 24 hours if you do not see the new version available.
- Please open a Service Desk Ticket if you are still experiencing issues after the above steps have been taken.

Your Goals:

A Key Part of our New Performance Appraisal System

You can't spell UKG without U!



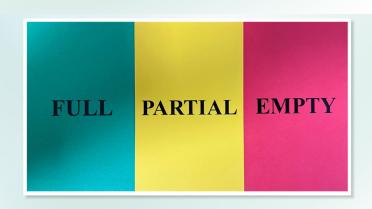
• Our new appraisal process now gives our employees the chance to share your personal improvement goals – whether it's learning a new skill, continuing your education, or discussing your future growth – with your manager. Mitch Podob, VP of HR, explains more about this change. Click here to watch.

PORTABLE 02 TANKS REMINDER



Portable oxygen tanks will be filled by the respiratory care staff at approximately 7:15 am and 12:15 pm daily. Please place this card in the clear pouch and place in box when returning the tank.

When returning tanks, please switch to appropriate colored tag for tank refill. Tanks left with a green tag will NOT be filled as well as those not returned will then be the responsibility of the floor staff to fill.





Did your co-worker go above and beyond?

Scan the QR code and fill out the form to recognize them.



to the Gaylord Team!

Laedie Felix Intake Rep-NH

Ranique Gordon Food Services Assistant **Patricia Bailey** Secretary-Food & Nutrition

Monica Porth Digital & Social Media Coordinator

Stanley Stiffe EVS Aide

Dhimitri Stojko PT-Outpatient-Wallingford **Jennifer Cooper** Food Services Assistant

Keiocha Ferreira LPN-H2

Quinton Ballew RTA-Cromwell

Madison Cubberly PCT-L1
Hailey Dykstra PCT-Float
Sophally Ehrenfels PCT-L1

Ruby Anne Espiritu RN-Float Pool

Siobhan Falk PCT-M1
Miranda Gudrian SNT
Samuel Harper RN-H1

Katie Johnson PFS Specialist

Sullivan Kopylec PCT-M2
Andrea Lambie SNT

Kirian Medina PCT-Float

Rachel Pata PT-Inpatient-Wallingford

Brittany Roberts RN-H1
Megan Weyrauch PCT-H1
Nikkita Wright PCT-M2

Joseph Jannetto Security Manager
Gary Costello Contractor-Facilities





Bye, Bye Styrofoam!

You may notice a change in the cafeteria; styrofoam containers and cups will no longer be used. As concerns grow for the detrimental effects of these products on our environment, CT has banned the sale and use of styrofoam in retail areas.

We are encouraging everyone to use refillable water bottles at the water fountain.

REMINDER

for all emergencies dial **3399**



Employee Self-Assessments October 1 - 15

This is the time of year when we reflect on our goals, accomplishments, and areas of growth and prepare for thoughtful conversations with our managers about our performance and career aspirations. By completing your self-assessment, you are taking the first step to maximizing this development opportunity.

- Check your UKG inbox for the action item: Self-Assessment: 2024 Performance Review
- Complete your self-assessment in UKG and submit it by October 15.
- <u>Self-assessments are mandatory!</u> Everyone needs to complete one.
- The self-assessment process for UKG closes at the end of the day, October 15.
- If you have any questions about the self-assessment process, please reference All Things UKG/UKG Resources on Gaylord's Intranet or in UKG/Talent Management or reach out to your HRBP.







Presented by:

Coordinator Bridgeport Hospital

Jason Bresky RN, CBRN, CCRN, Trauma and Burn Injury Prevention and Outreach

Wednesday, September 25

11am-12pm or 2-3pm Kryiacou Lecture Hall

REGISTRATION REQUIRED

Gaylord University (UKG Pro Learning) **Open to all**

TOPICS COVERED:

- Review of normal skin function, anatomy, burn injury depth and assessment
- Acute care of burn injuries, surgery, grafts, dressings
- Post acute wound care, dressings, and the healing process
- Scars; compression, treatments, common complications
- The patient experience
- Survivorship programs for burn patients







September 23 is National Fall Prevention Awareness Day

Do your patients know their fall risk assessment score?



Congratulations to the following staff who were recognized by their peers in the month of August. Each month a name is pulled to win a prize.

Michelle Saunders Inpatient Therapy RAFFLE WINNER

Nina Jantra Nursing Services

Donna Peluso Rehab Aide-NH

Mike Tubis Agility

Al Torres-Cervantes Patient Access-NH
La'shema Bromell Nursing Services

Judy Allen Inpatient Therapy

Katie Joly Therapeutic Recreation

Corey Podbielski Physical Therapy-Madison

Tracey Houle Physician Services

Dr. Aro Physician Services

Gina Smith Care Management **Elle Maron** Volunteer Office

Lindsey Lucas Outpatient Services
Vincent Papotto Wheelchair Services

Gayle Cole Admissions
Joan Buckley Admissions







Has a colleague gone above and beyond?

Nominate them today.

Scan the QR code.





BIG SPLASH CONTEST

Sign-Up Today!

Friday, October 4

12:15pm, Pool, Jackson Ground Please pre-register by calling Judy at 2875.





Rubber Duck Sale

October 1, 2

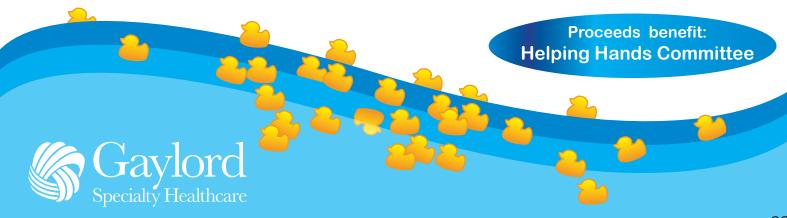
11:30 a.m. - 1:30 p.m.

Cafeteria

Cost: \$2 per Duck

Cash or Venmo

If anyone from a different shift would like to purchase a duck or would like to sign up for the Big Splash Contest, please see Judy Allen (ext. 2875) in Inpatient Therapy.





20 HOME GAME 24 SCHEDULE

East Haven Veterans Memorial Ice Rink 71 HUDSON ST, EAST HAVEN, CT

SATURDAY

SEPTEMBER 28



V5





V5 3:30 PM



SUNDAY

SEPTEMBER 29



V5 9:30 AM





V5 2:40 PM



FREE and Open to the public.

Come support the Gaylord Wolfpack!



Scan for full game schedule or visit www.neshl.org

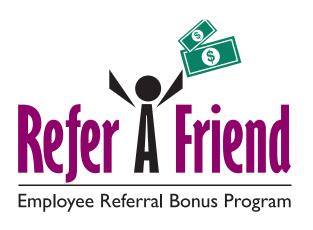


SP)RTS
ASSOCIATION
GAYLORD HOSPITAL

SAVE THE DATE January 4, 5, 2025

Remsen Arena at Choate Wallingford, CT







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

*REFERRAL BONU	JS POSITION
\$2,000	RN
\$2,000	Respiratory Therapist
\$2,000	PT
\$1,500	LPN
\$1,000	PCT
\$1,000	Intake Rep
\$500	EVS or F&N

*For program details and payout schedules, contact HR.















Fiducius Student Loan Financial Planning Benefit

Gaylord Specialty
Healthcare has covered the
administrative cost of the
Fiducius platform to encourage
employees to start taking
control of their
student loans with the guidance
and assistance offered by
Fiducius.

Begin today by completing the short online assessment.







https://gaylord.myfiducius.com/login

Flu Documentation Cover Sheet

If you are submitting proof of flu vaccination documentation <u>NOT</u> received at Gaylord please complete this cover sheet and submit with your flu documentation.

PLEASE PRINT CLEARLY:

