

# Colleague Contacts & Resources

RESOURCE	CONTACT / VISIT	PURPOSE
@MC (MCHS Intranet)	<a href="https://mytrinityhealth.sharepoint.com/sites/MCHS">https://mytrinityhealth.sharepoint.com/sites/MCHS</a>	<ul style="list-style-type: none"> <li>+ Announcements</li> <li>+ Manager Resources</li> <li>+ Phone Directory</li> <li>+ Patient &amp; Colleague Safety</li> <li>+ Worklife</li> </ul>
HR Website	@MC > Departments > Human Resources <a href="https://mytrinityhealth.sharepoint.com/sites/MCHS-HR">https://mytrinityhealth.sharepoint.com/sites/MCHS-HR</a>	<ul style="list-style-type: none"> <li>+ Benefits</li> <li>+ HR Policies</li> <li>+ Job Information</li> <li>+ Professional Development</li> <li>+ Workday</li> </ul>
Workday	@MC Home Page (under Announcements slider) <a href="https://www.myworkday.com/trinityhealth/login.html">https://www.myworkday.com/trinityhealth/login.html</a> from home  There is also an App you can download. Directions are in the Network Login Reference Guide	<ul style="list-style-type: none"> <li>+ View pay stubs, complete benefit enrollment, change tax withholdings, update direct deposit and contact information, colleague performance reviews</li> </ul>
HR Service Center	1-877-750-4748 (HR4U)  Fax: 312-957-2567  HR4U Colleague Portal <a href="https://HR4U.trinity-health.org">https://HR4U.trinity-health.org</a>	<ul style="list-style-type: none"> <li>+ Benefits</li> <li>+ Status Changes</li> <li>+ HR Policies &amp; Procedures</li> <li>+ Tuition Assistance &amp; Reimbursements</li> <li>+ Retirement Assistance</li> <li>+ Workday process questions and</li> <li>+ Much more!</li> </ul>
Payroll	614-546-4343  Email: <a href="mailto:payroll@mchs.com">payroll@mchs.com</a>	<ul style="list-style-type: none"> <li>+ Tax Withholding</li> <li>+ W2s</li> <li>+ Paycheck questions</li> <li>+ Kronos Questions</li> </ul>
The Hartford	1-855-532-7880	<ul style="list-style-type: none"> <li>+ Leaves of Absence (LOA)</li> <li>+ Short &amp; Long Term Disability</li> </ul>
Colleague Relations	Colleague Relations are available for each site and MCMG.  Call the HR Service Center to be connected with your local Colleague Relations Partner.	<ul style="list-style-type: none"> <li>+ Policy questions</li> <li>+ Workplace issues</li> <li>+ Management issues</li> <li>+ Issues with co-workers</li> </ul>

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Perks Program Website	@MC > HR > Benefits > Perkspot	+ Mount Carmel colleague perks and discounts
Colleague Health & Wellness – Live Your Whole Life (LYWL)	@MC > HR > Benefits	+ Gym Information & Enrollment Form + 24-Hour Care Line + Spring Health (Employee Assistance Program) 1-855-629-0554 + LYWL Benefit Program + And much more!
Employee Health – Pre Employment	Mount Carmel East, Suite 204 - 614-234-6042 Mount Carmel Grove City, Suite 5824 - 614-663-5150	+ Pre-employment TB, Flu, Vaccines + Pre-employment drug & health screen
Colleague Health & Safety	@MC > Departments > Colleague Safety	+ Flu Vaccine + TB screening + Immunizations + Workers Compensation + Fit Testing + Health Records
Colleague Recognition	You can find the Colleague Recognition Form on @MC homepage under Announcements section	+ Recognize a colleague for their great work + More to come!
Email – Outlook Web Access	@MC > Resources (at top) > Outlook Webmail <a href="https://owa.trinity-health.org">https://owa.trinity-health.org</a> from home	
HealthStream (Learning Management System)	@MC > Departments > HR > HealthStream <a href="https://www.healthstream.com/hlc/trinityhealth">https://www.healthstream.com/hlc/trinityhealth</a> from home Questions: <a href="mailto:cocshealthstreamsupport@mchs.com">mailto:cocshealthstreamsupport@mchs.com</a>	+ New Colleague Curriculum + Annual Education
Employment Verification	The Work Number: 800-367-5690 employer code: 14229	
Privacy & Information Security	@MC > Departments > Safety & Security HIPAA, PHI, Requests for an audit – Christie Santa-Emma @ 614-546-3284 Information Security – Tom Enneking @ 614-546-3668	+ Information Security Manual + Educational Resources

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<b>Integrity &amp; Compliance</b>	@MC > Worklife> Departments & Divisions 1-866-477-4661 or <a href="http://www.mycompliancereport.com">www.mycompliancereport.com</a> (Access ID: THO)	+ Code of Conduct + Policies + Reporting Concerns
<b>Information Resources (Help Desk)</b>	614-234-8700 or ServiceNow Self Service portal on ZENworks	+ Login issues + Security Manual
<b>Midas+ (Patient/Visitor Incident Reporting System)</b>	@MC > Home page under Announcements > MIDAS+	
<b>THEIR (Colleague Incident Reporting System)</b>	@MC > Home page under Announcements > THEIR	
<b>TogetherSafe</b>	@MC > Clinical Quality > TogetherSafe	

## Mount Carmel Campus Information: Addresses & Phone Numbers

CAMPUS	LOCATION	MAIN #	SECURITY	EMERGENCY RESPONSE
<b>Corporate Services Center CSC</b>	3100 Easton Square Place, Suite 300 Columbus, Ohio 43213	N/A	(614) 234-6063 5-6063	Dial 911
<b>Mount Carmel East MCE</b>	6001 East Broad Street Columbus, Ohio 43213	(614) 234-6000 5-6000	(614) 234-6063 5-6063	Dial 3
<b>Franklinton Campus MCF</b>	120 South Green Street Columbus, Ohio 43222	(614) 234-5000 5-5000	(614) 234-4831 5-4831	Dial 3
<b>Mount Carmel St. Ann's MCSA</b>	500 South Cleveland Avenue Westerville, Ohio 43081	(380) 898-4000 4-4000	(380) 898-4005 4-4005	Dial 3
<b>Mount Carmel New Albany MCNA</b>	7333 Smith's Mill Road New Albany, Ohio 43054	(614) 775-6600 7-6600	(614) 775-5400 7-5400	Dial 1234
<b>Mount Carmel Grove City MCGC</b>	5300 North Meadows Drive Grove City, Ohio 43123	(614) 663-5000 2-5000	(614) 663-5455 2-5455	Dial 3
<b>Mount Carmel Medical Group MCMG</b>	6150 East Broad Street Columbus, Ohio 43213	(614) 234-2222 5-2222	(614) 546-4000 6-4000	Dial 911
<b>Mount Carmel College of Nursing MCCN</b>	127 South Davis Ave. Columbus, Ohio 43222	(614) 234-5800 5-5800	(614) 234-5283 5-5283	Dial 911
<b>Diley Ridge Medical Center DRMC</b>	7911 Diley Rd, Canal Winchester, OH 43110	(614) 838-7911 8-7911	(614) 838-7913 8-7913	Dial 3

# Colleague Contacts & Resources

TERM, ABBREV. & OR ACRONYM	MEANING
CBA	Competency Based Assessment
CBO	Competency Based Orientation
CHRO	Chief Human Resource Officer
Colleague	Mount Carmel employee
CLE	Center for Learning & Education
CRP	Colleague Relations Partner
CSB	Corporate Services Building
CSC	Corporate Services Center
DRMC	Diley Ridge Medical Center
EAP	Employee Assistance Program
HRSS	Human Resources Shared Services
HRIS	Human Resources Information Systems
@MC	Mount Carmel's intranet site
IR	Information Resources/Information Systems/Information Services
LOA	Leave of Absence
MCCN	Mount Carmel College of Nursing
MCE	Mount Carmel East
MCF	Mount Carmel Franklinton
MCGC	Mount Carmel Grove City
MCMG	Mount Carmel Medical Group
MCNA	Mount Carmel New Albany
MCSA	Mount Carmel St. Ann's
MOB	Medical Office Building
MSB	Medical Staff Building
PFS	Patient Financial Services
PTO	Paid Time Off
RHM	Regional Health Ministry
SO	System Office
TAW	Time Away from Work
TH	Trinity Health