

Dela Cruz, Joan B

From: Horwitz, Paul B
Sent: Monday, March 16, 2020 4:39 PM
To: Dela Cruz, Joan B; John, Susan D
Subject: Fwd: OPID Operations

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Begin forwarded message:

From: "Timko, Michael"
Date: March 16, 2020 at 16:04:53 CDT
To: OPID TMC , OPID Bellaire , OPID Upper Kirby
Cc: "Horwitz, Paul B" , "Mallery, Marcelle" , "Kumaravel, Manickam" , "John, Susan D" , "Cardenas, Greta" , "Rasberry, Dorothy" , "Carey, Jeffrey"
Subject: **OPID Operations**

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****** EXTERNAL EMAIL ******

Team,

MHHS continues to work towards ensuring the safety of our employees, patients and visitors are maintained. Effective **tomorrow, Tues, March 17th** all patients/ employees will be screened prior to entering the OPIDs. In preparation, please follow below instruction for each of your sites. Thanks

TMC OPID/BC:

- Arrive 15 min prior to your scheduled shift time
- Patients will only have access to 16th floor via elevators near Starbucks. Patients will be directed down back hallway to Conference Room. Once screening is complete patients will then move to the Greeter's Desk to start normal registration process.
- After exam is complete patients will be escorted through clinical back hallway and exit the door adjacent of breakroom door. BC patients will be escorted through the BC back hallway.

UK OPID/BC:

- Arrive 15 min prior to your scheduled shift time
- Patients will enter through back doors only. Screeners will be at desk in the back small lobby.

Bellaire OPID:

- Arrive 15 min prior to your scheduled shift time.
- Patients will enter as normal. Screener's will be placed at desk directly outside the OPID doors.

If you have any questions or concerns please let me or your leadership team know.
Mike

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