

MOVE DAY RESOURCE GUIDE

YOUR GUIDE TO GETTING
TO KNOW YOUR NEW
WORKSPACE.

 Health Care



Where Can I Eat?

UNIVERSITY HOSPITAL

ESSENTIALS

Where:	When:	Did you know?
Located in University Hospital in the lobby on the first floor by the green elevators, Essentials offers a wide range of made-to-order items as well as featured daily entrees.	6:30 a.m. to midnight daily	You can find menus at muhealth.org/dining and can order ahead using the GET Mobile app at get.cbord.com/muhealthcare .

THE GRILL

Where:	When:	Did you know?
Located on the west end of the hospital on the ground floor, the Grill offers street tacos, personal pizzas, grab-and-go salads and sandwiches.	6:30 a.m. to 2 p.m. Monday through Friday	You can find menus at muhealth.org/dining and can order ahead using the GET Mobile app.

LAKOTA COFFEE KIOSK

Where:	When:	Did you know?
First floor of the main lobby near the Patient and Visitor Garage entrance	6 a.m. to 8 p.m., Monday through Saturday and 6:30 a.m. to 8 p.m. Sunday	You can order ahead via the Lakota Coffee app or at lakotacoffee.com

MEDTIQUE GIFT SHOP (for snacks)

Where:	When:
First floor of University Hospital near the orange elevators	8:30 a.m. to 4 p.m. Monday through Friday

Did you know?

The gift shop offers snacks and gifts, along with a variety of scrubs and MU Health Care apparel. Gift shop purchases are tax free, and all proceeds go into the MU Health Care Auxiliary Fund for projects that benefit patients. Staff who set up payroll deduct can swipe their badge to purchase items and get a 10% discount!

MISSOURI ORTHOPAEDIC INSTITUTE

atrium café

Where:	When:	Did you know?
Located on the first floor of the Missouri Orthopaedic Institute	6:30 a.m. to 3 p.m. Monday through Friday	You can find menus at muhealth.org/dining and can order ahead using the GET Mobile app

NEARBY DINING OPTIONS

Subway at Pershing Commons

Where:	When:
The second floor of Pershing Commons, 909 Hitt St., just east of University Hospital	View current hours at Subway.com

Starbucks

Where:	When:
If you want to take a 10-minute walk from University Hospital, stop by the Starbucks inside Bluford Residence Hall at 502 Kentucky Blvd.	View current hours at Starbucks.com

Buck's Ice Cream

Where:	When:
A 15-minute walk from University Hospital on the south side of Eckles Hall, 1406 E. Rollins St.	Noon to 5 p.m. Monday through Friday. Learn more at cafnr.missouri.edu/bucks-ice-cream .

Mizzou Meat Market

Where:	When:
A 15-minute walk from University Hospital at the corner of College Avenue and Rollins Road at 147 Stringer Wing.	Noon to 5 p.m. Wednesdays and Fridays. Learn more at animalsciences.missouri.edu/mizzou-meat-market .

Find even more dining options around the MU campus by visiting dining.missouri.edu/locations.

Insider Information



“The quesadillas at Essentials are good, the chicken and rice meal is a delicious option for something healthy, and I love the caprese sandwich. Oh, and the mac and cheese bites and macaroni are so good. I would not recommend going when visitors may be getting meals, though. Noon to 2 p.m. are peak times.”



“The Grill in the basement has great seating outside to soak up some sun during your lunch or break time.”



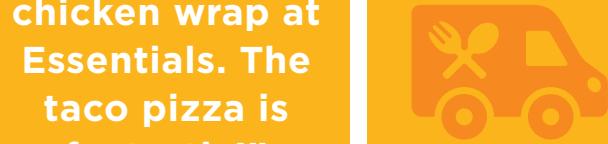
“Employee appreciation is the first Monday of every month at Lakota. Stop in for half price deals or specials!”



“Try the buffalo chicken wrap at Essentials. The taco pizza is fantastic!”



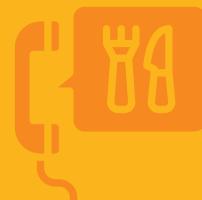
“Lakota is a great place to get a pick-me-up coffee or a dirty chi latte in the afternoon.”



“Food trucks at the VA are an awesome way to get outside for lunch!”



“Venture out and walk around. Sometimes taking a break over lunch and just walking helps.”



“To save time and avoid waiting in line, consider ordering ahead at Lakota.”



“I would suggest getting to your scheduled shift a little earlier than normal during your first few shifts as you become familiar with parking and traffic.”

Things to Know for Nov. 16 Move Day

Resources Requests

Requests specific to move operations on move day will be coordinated by using the Resource Request function in eICS. Requests will automatically be sent to Incident Command for fulfillment.

If you do not have access to eICS, please reach out to your supervisor or contact Pat Van Hunnik at vanhunnikp@health.missouri.edu.

Green Bin or Box Delivery

Please place a move request within Citrix to have your green bins delivered, unless other arrangements have been made for your move. Let them know how many you need and when you need them delivered.

- Please have green bins/boxes labeled with name and/or new location room number
- Once your move is complete, please empty your green bins in a timely manner, and contact Charles Shoemaker with Distribution at shoemakerce@health.missouri.edu to schedule bin pickup.
- If you move utilized cardboard boxes. Please knock down the boxes after your move and coordinate with Environmental Services for pick up.

Technical support

- **Xerox printers:** Contact Kyle Mattingly (mattinglykg@umsystem.edu)
- **Phones:** Contact Kevin Popejoy (popejoyk@health.missouri.edu)

Key Contacts

Mailing Address

Name
1 Hospital Drive
DC Code
Columbia, MO 65212

For questions regarding your DC code, contact Suzanne Bond (bondn@health.missouri.edu). To update mail, location or phone information, please submit a Work Address Change form request in PS HR.

Key Requests

If you need key access to a room, please reach out to your supervisor to request a key.

Badge Access

If you are experiencing issues with badge access, fill out the "Electronic Badge Reader Access" form on Citrix. Contact Calvin Hubbard (hubbardc@health.missouri.edu) with questions.

Non-emergent Work Orders

For non-emergent requests/work orders, such as furniture or artwork installation, submit a work request through Citrix by typing in "work" in the search bar then selecting Work Request MUHC.

Human Resources

If you need assistance from Human Resources, email askhr@health.missouri.edu.

Parking and Security

The MU Health Care security office, located on the first level of University Hospital across from the Emergency Department doors, is open 24/7. The team assists with door unlocks, parking permits (also available online at parking.missouri.edu), escorts to vehicles and more. Call **(573) 882-7147** for assistance.

Spiritual Care

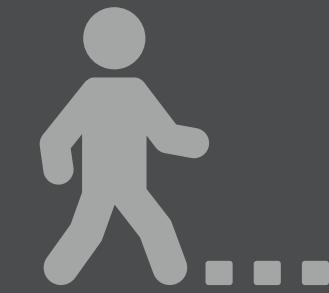
MU Health Care has professionally trained and nationally accredited staff chaplains who serve all patients, families and staff, regardless of religious belief or traditions. To reach a chaplain: during business hours, 7 days a week, contact 882-2236; after hours call the operator at 0 and ask to page the on-call chaplain.

Volunteer Services

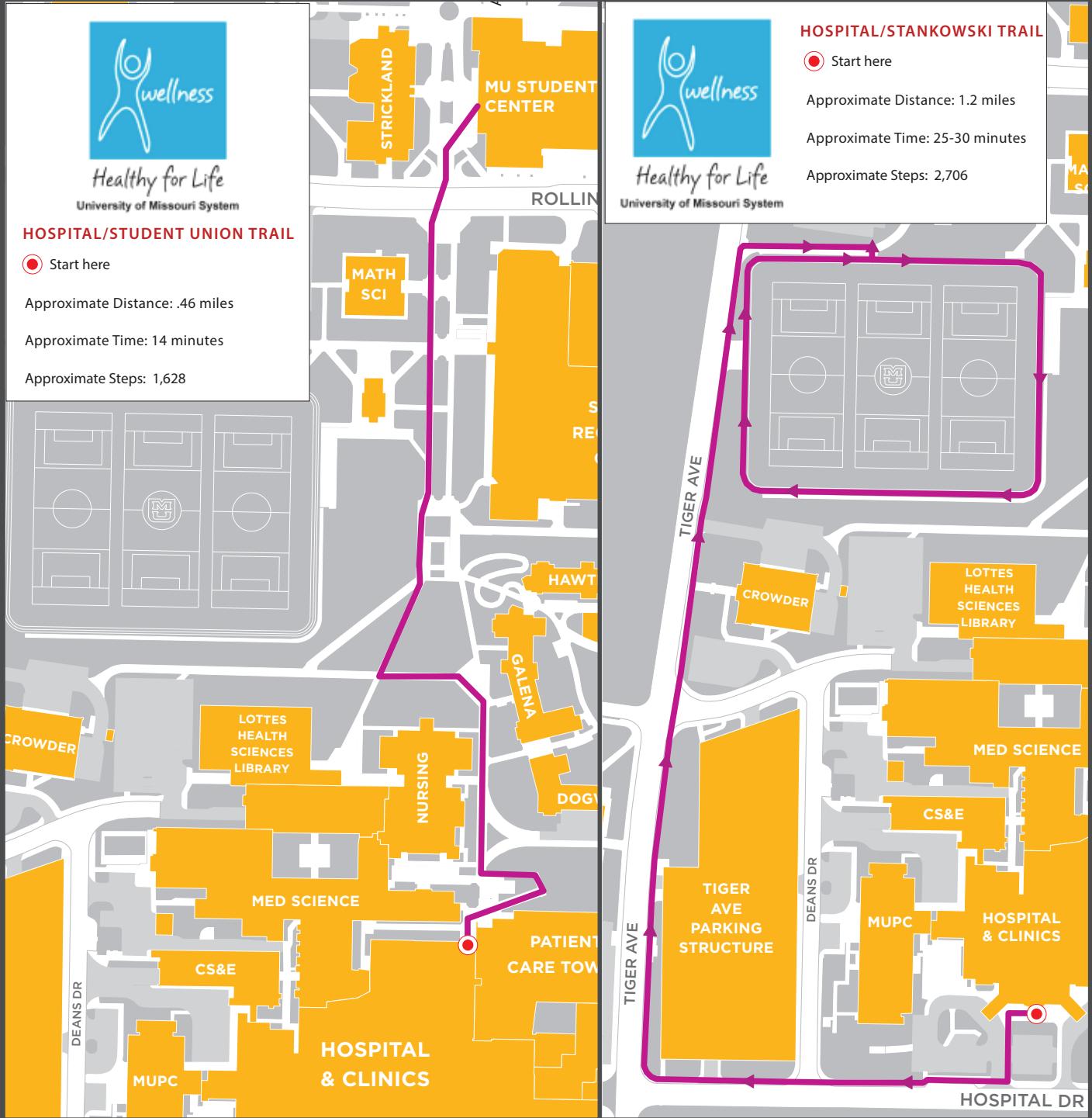
Volunteer Services can be reached at volunteersvcs@health.missouri.edu or **(573) 882-4714**.

Other Questions?

Ask your supervisor for assistance or contact Kenna Weber at weberkl@health.missouri.edu.



Walking Trail Maps Around Campus





Lactation Rooms at University Hospital and the Missouri Orthopaedic Institute

Pump Location	Room Number	Access Type
MICU-3	C3013	key at clerk desk
MICU-5	C5015B	code 234
Ground Floor Locker	GW 12-1	badge
Ground Floor Locker	GW 12-2	badge
ED Consult Room	1S175	badge
7th Floor - Medical School hallway	N714	code 541
Ellis/Patient Care Tower 5th floor	T5001B	badge
Ellis/Patient Care Tower 8th floor	T8001C	badge
5 West	47 Zen Room	badge
4 East	53 Zen Room	badge
OR/PACU Anesthesia Call Room	3W60	badge
Supply Room Near PACU		key from PACU
MOI 1st Floor	Supervisor Office 1247	badge
MOI 2nd Floor *	Lactation Room 2120	badge
MOI 3rd Floor	3025B	badge

To request badge access to these rooms, use the “electronic badge reader access form” on Citrix or bring your badge to the security office on the first floor of University Hospital.

* Public/patient access, too

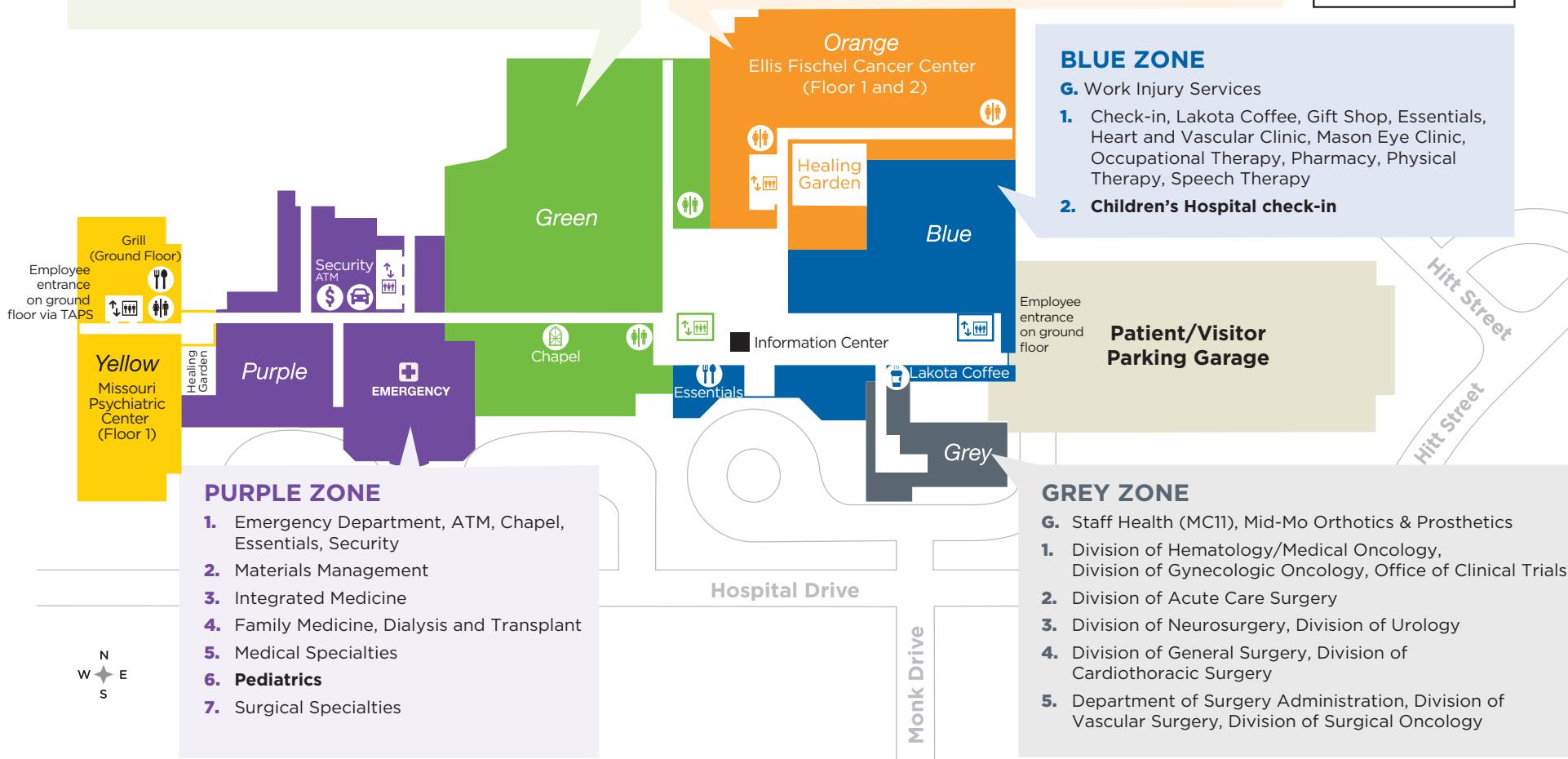
UNIVERSITY HOSPITAL FLOOR BY FLOOR

GREEN ZONE

1. Acute Care Surgery, Blood Draw, Burn and Wound Clinic, Cardiac Testing, Medicine Specialty Clinic, Office of Patient Experience, Outpatient Radiology, Orthopaedic Trauma Clinic, Pulmonary Function Testing, Surgery Clinic
2. Endoscopy, Radiology (CAT Scan, MRI, Ultrasound, Nuclear Medicine)
3. Medical Intensive Care Unit
4. Cardiac Cath Lab, Cardiac Intensive Care, Cardiovascular
5. Medical Intensive Care Unit
6. Observation/Inpatient
7. Neurosciences, Surgical Intensive Care

ORANGE ZONE

1. **Children's Cancer and Blood Disorders (CBCU)** and Ellis Fischel Cancer Center: Breast Surgery Clinic, Cancer Rehabilitation, Cancer Screening, Genetic Counseling, Mammography and Ultrasound, Radiology, Radiation Oncology, Surgical Oncology Clinic, Financial Counseling
2. Ellis Fischel Ambulatory Infusion Blood Draw, Clinic, Wig Salon, Pharmacy, **Children's Hospital Procedure Suite (CHPS)**
3. ORs
4. Pre- and Post-Op, ED Observation, Sleep, EEG, EMG
5. Progressive Care
7. Neurosciences ICU, **Pediatric ICU**
8. Oncology





Find the latest information at **mymuhealth.org**
