

DEPARTMENT OF INTERNAL MEDICINE
NEW PROVIDER ORIENTATION



HUMAN RESOURCES

Kaila Boothroy, BS, SPHR, SHRM-SCP
HR Director, Internal Medicine

Human Resources Team

Our team strives to provide exceptional operational and strategic HR support while building strong engagement with each employee throughout their journey with us.



Kaila Boothroy, BS, SPHR, SHRM-SCP
H.R. Director



Eileen Fuerstenberg, MA
H.R. Specialist



Barbara Jaeger
H.R. Specialist



Ashley Nelson, BA
H.R. Coordinator



Michaela Davis, MBA
H.R. Generalist



Jack Oller, BBA
H.R. Coordinator

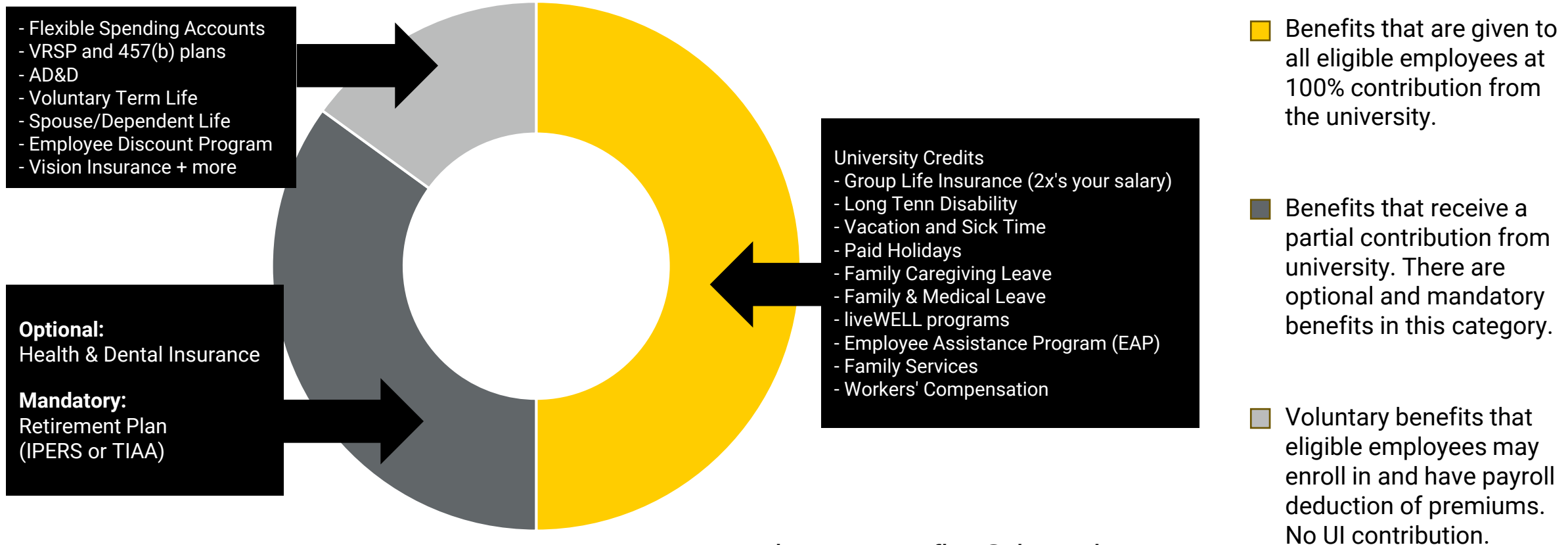


Nikki Carney, BA
H.R. Associate

Who do I contact?

Kaila Boothroy	Eileen Fuerstenberg	Jack Oller	Barb Jaeger	Michaela Davis	Ashley Nelson	Nikki Carney
▪ Employee Relations and Performance Management ▪ Furlough/Specified term ▪ Staff Training/ Development and Compensation ▪ Reward & Recognition ▪ Reclass/Promotions Exit Interviews ▪ Community Engagement Services Initiatives ▪ HR Process Improvements ▪ Develop/Implement HR Protocol/Programs	▪ Faculty Recruitment/ Onboarding/Changes in Status ▪ Faculty Appointments/ Transactions ▪ Faculty Special Compensation Payments ▪ Faculty Licensing/ Credentialing ▪ Faculty Recredentialing ▪ Faculty Separation Process/Terminations	▪ Assist with: Faculty Promotions and Reappointments/ Annual Review Process ▪ Assist with faculty recredentialing. ▪ Assist with adjunct appointments. ▪ Process Incentive Payments for Faculty ▪ Oversight of Compliances due for staff and faculty ▪ Faculty Separation Checklist ▪ Lost/Replacement Badge	• Immigration • Payroll/Reporting/ Time Records • Leave and Disability Protocol/ Accommodations FMLA • Workers Comp Guidelines • APP Licensing and Credentialing	▪ P&S, Merit, SEIU, and APP Recruitment ▪ Salary analysis. ▪ New staff appointments and transactions ▪ Staff Onboarding ▪ Position mapping ▪ Postdoctoral Scholars, Research Interns and Temporary Staff ▪ Grad RA Appointments ▪ Volunteer Appointments ▪ Bloodborne Pathogens Exposure Control	▪ Assist with Staff Recruitments ▪ Student Recruitment/ Appointments/ Onboarding ▪ Assists with volunteer appointments. ▪ Staff/Student Separation Checklists ▪ Job Description updates ▪ Lost/Replacement Badge ▪ Position mapping	• Provides administrative support to the Chair's Office and HR Team • Supports provider credentialing • Assists with provider billing and recertifications • Assists with administrative aspects of faculty recruiting • Job Shadowing • Minors on Campus • Provides oversight of the department's mail distribution center and students

Picture of Your Benefit Offerings



New Employee Benefits Orientation

<https://youtu.be/05gvktPczEE>

Commonly Asked Questions



- Hiring Process
 - Research assistants, program support, postdoctoral scholars, hourly/volunteer appointments
- Job shadows/observers
- Minors on campus
- ELMS requests and time records
- Leave and Disability Needs
- Worker's Compensation Policy

Workers' Compensation Policy



Purpose: to treat injured employees with dignity and respect w the workers' compensation claims

- Needlesticks and/or Human Blood/Body Fluid exposures are treated at: **University Employee Health Clinic**
- All other work injuries/accidents are treated at: **UI Occupational Health, 2591 Holiday Rd, Coralville**
- Must complete the First Report of Injury form to HR via the [Employee Self-Service](#) website by searching “Worker’s Compensation – First Report of Injury.” The injured or ill staff member (or supervisor) should complete the First Report of Injury form within 24 hours. When in doubt, fill it out!
- Riskonnect (UIHC) - <https://intranet.uihealthcare.org/page/4308?SearchId=1708900>

<https://policy.uiowa.edu/human-resources/accidents>

Wellness Resources – hr.uiowa.edu/employee-well-being



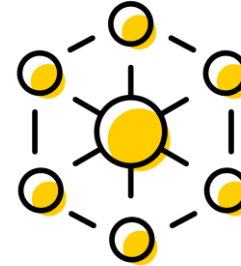
Financial Well-Being

Browse [financial well-being resources](#) or take a closer look at [retirement planning](#), [employee discounts](#), or [flexible spending accounts](#)



Physical Health

Look to [free health coaching](#) for personalized guidance, or enjoy [subsidized memberships](#) at state-of-the-art recreation facilities



Workplace Wellness

Visit the [Well-Being Toolbox](#), win [grant funding](#), nominate [Wellness Heroes](#), [cope with crisis](#), or manage [challenges facing supervisors](#)



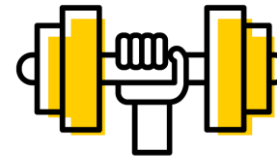
Family & Relationships

Find resources for [childcare](#) and [elder care](#), confront [alcohol and substance abuse](#), or get confidential help with [family concerns](#)



Emotional Support

Talk to us about short-term counseling, or find info about depression and anxiety, stress management, or grief and loss



Resilience Resources

Learn to develop [skills for self-care](#), adaptability, emotional intelligence, and more, or boost your resilience through [healthy sleep](#)

Wellness Resources

- liveWELL at Employee Self-Service| Benefits & Wellness
 - Personal Health Assessment and Health Coach (Free)
 - Mindfulness-Based Stress reduction program
 - Email: livewell@uiowa.edu to get started
- UI Employee Assistance Program
 - Email : eaphelp@uiowa.edu
 - Phone : [319-335-2085](tel:319-335-2085)
- Recreational Services: recserv.uiowa.edu
 - Multiple Facilities: swimming, lazy river, climbing wall, golf, tennis, intramural sports, download app
- Family Services: child care, lactation facilities, new parents resources

Confidential Resources



- **Employee Assistance Program (EAP)**

eaphelp@uiowa.edu

Provides confidential, short-term counseling to faculty, staff and their families; consultation for supervisors/managers; information & referral to community resource

- **Office of the Ombudsperson**

ombudsperson@uiowa.edu

A good starting point to learn about official procedures and policies, where you can go to file a complaint, or how you can notify officials of a problem.

Employee Engagement

- We want to grow our efforts around engagement!
- Based on **feedback from faculty and staff**, these are the top themes:
 - Recognition
 - Ability to unplug
- Experiences to look forward to:
 - Employee Appreciation Day
 - UI Health Care Week
 - Food Truck Thursdays
 - Pop-up Lounge
 - Peer driven recognition program

Employee Appreciation

Employee Appreciation Day 2025!

University of Iowa Department of Internal Medicine

19th Annual

Employee Appreciation Day



SAVE THE DATE!

Wednesday, May 28, 2025
11am to 1pm
MERF Atrium & Courtyard

*Lunch, Dessert, and
Games (weather permitting)*

2025 UI Health Care Week!



uihealthcare • Follow

uihealthcare 15w
Together, we can accomplish incredible things. 💛 As we wrap up UI Health Care Week, we reflect with pride for all our faculty, staff, and volunteers that help us serve Iowans and beyond. They are what makes it possible to change medicine and change lives.

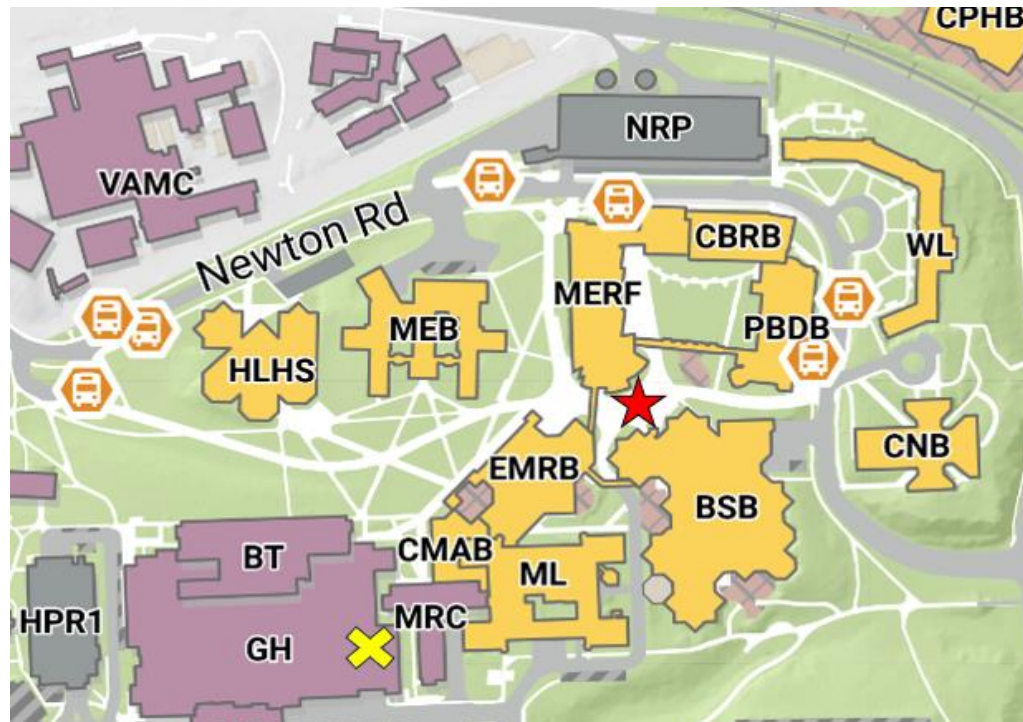
#UIHealthCareWeek #UIHealthCare #UIowa

101 likes
May 17

[Log in](#) to like or comment.

Food Truck Thursdays

Once a week on Thursdays throughout the summer and fall, visit the courtyard between the Medical Education Research Facility and Pappajohn Biomedical Discovery Building where you will find live music and about a dozen food trucks.



Pop-up Lounge



A place to unplug and enjoy a coffee or snack!



Open to all Int Med



Located in GH SE309



“My colleague and I made it to the new lounge and really enjoyed our time. It is great to have a place to chat and enjoy coffee and snacks. I truly appreciate the effort by the Department to give back to its employees!”

Internal Med Monthly Honor Roll

- An employee recognition program where team members (providers, staff, etc.) can recognize other team members who are doing great things.
- Each month we receive about two dozen nominations across all our divisions and roles.
- Honorees are featured on the hall monitors and in Making the Rounds.
- Take 2 minutes to [nominate your colleague](#).



Your feedback matters!

- Tell us about your experience
 - Questions, concerns, ideas...
 - Anonymous feedback can be submitted anytime
 - [Internal Medicine Feedback link](#)

THANK YOU

IOWA
HEALTH CARE

Welcome to the Department

→ medicine.uiowa.edu/internalmedicine

