



Our Journey Forward

Your Path to Prime Healthcare

February 21, 2025

Dear Illinois Associates,

We are looking forward to the upcoming transition to Prime Healthcare on **March 1, 2025** and thank you for your commitment through this journey. We are committed to ensuring this process is as seamless as possible and sharing important updates here.

Catholic Affiliation

We are honored to establish an agreement with the Archdiocese of Chicago to respect the long-standing history rooted in Catholic tradition. The approval for this transaction from the Archdiocese and the Vatican has been provided. As part of this agreement, all hospitals joining Prime Healthcare will continue to follow Catholic traditions and abide by the Ethical and Religious Directives. We are honored to carry forward this legacy, as we value and promote the spiritual and holistic wellness of all our associates, patients, and members of the community.

Technology Update

We are excited to share that Resurrection Medical Center and its associated Medical Groups will transition to a new Epic EMR and go live on **Saturday, March 1, 2025**, with the cutover process beginning on **Friday, February 28, 2025** at 10:00 p.m. and the official go-live occurring shortly after midnight. To support this transition, more than 200 IT personnel will be on-site at Resurrection providing 24/7 assistance from **February 28 through March 14**.

In addition to Epic at Resurrection Medical Center, several other enterprise applications will also go live, including Hyland OnBase for enterprise document imaging, SCC SoftBank for blood bank management, 3M Fluency Direct for physician dictation, Infinitt PACS for radiology and cardiology imaging, Epiphany Cardioserver for EKG management, Power Scribe 360 for radiology transcriptions, 3M 360 for coding, Elavon for merchant processing, and Change Healthcare as clearinghouse for real-time eligibility and claims processing.

In the coming months, further infrastructure upgrades will take place at all Prime Illinois hospitals, including replacing legacy equipment, upgrading thousands of PCs, and network and wireless refreshes.

Additionally, all hospitals in Illinois will go-live with the following: Microsoft M365 suite; Infor Lawson ERP for HR, payroll, supply chain and enterprise financial management (AP/GL); and JBDDev for time and attendance. These advancements will integrate and enhance the delivery of care, supporting both staff and the community while ensuring a seamless and efficient transition to the new systems.

HR Update

Onboarding Process: For those associates who have accepted an offer with Prime Healthcare, please complete your pre-hire onboarding paperwork by **Monday, February 24, 2025**. This includes completing your background consent, section one of your I-9 form, Emprime onboarding paperwork, and providing copies of the licensure, certifications, and/or education outlined on your job description.

Mandatory I-9 Verification Process: The Prime HR team will be on-site at each facility **next week and continuing through the first week of March** to complete the final steps of the I-9 verification process. Please collect your original, valid identification and employment authorization documents and provide these records to Prime HR at the facility as soon as possible, and **no later than your first scheduled shift with Prime Healthcare**. If you work for the Medical Group, Home Care and Hospice, or Senior Living, please visit the hospital site closest to you to complete this process. This will facilitate a smooth transition and avoid any unnecessary work interruption.

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Questions? Please reach out to:

Benefits: EHPbenefits@primehealthcare.com

Employee Health: IllinoisEH@primehealthcare.com



Prime Healthcare

Saving hospitals. Saving jobs. Saving lives.

HR Update (continued)

HR Department: The “IllinoisHR” email inbox is being replaced with facility-specific HR Department email accounts. Effective **immediately**, please direct any HR questions to your local HR Department by contacting:



Facility HR	Department Email
● Holy Family Medical Center	HFIL-HR@primehealthcare.com
● Home Care and Hospice, Senior Living	Contact the HR Dept. closest to you
● Mercy Medical Center	MMIL-HR@primehealthcare.com
● Prime Healthcare Illinois Medical Group.....	PHILMG-HR@primehealthcare.com
● Resurrection Medical Center	RMIL-HR@primehealthcare.com
● Saint Francis Hospital	SFIL-HR@primehealthcare.com
● Saint Joseph Hospital - Elgin	SJEIL-HR@primehealthcare.com
● Saint Joseph Medical Center - Joliet.....	SJJIL-HR@primehealthcare.com
● Saint Mary Hospital - Kankakee	SMKIL-HR@primehealthcare.com
● Saint Mary of Nazareth Hospital	SMNIL-HR@primehealthcare.com

Orientation & Training: Starting **March 2025**, the New Associate Orientation (NAO) will be available to all Prime Illinois associates. All associates will have the ability to register for a date and time that works best with your schedule through HealthStream, our learning management platform. Orientation will be remote, but the ability to complete orientation on-site at a computer workstation will be available. Each new associate will also receive onboarding assignments through HealthStream that must be completed with various due dates of **30, 60, and 90 days**. Each associate will receive detailed instructions on how to access HealthStream and register for NAO along with access to PrimE-Academy, our online education platform, after **March 1**.

First Payroll Clerk: Prime Illinois will be processing a one-time, semi-monthly payroll for hours worked **between March 1, 2025, and March 15, 2025**. The only semi-monthly pay date will be **March 21, 2025**. Starting with hours worked on **March 16, 2025**, Prime Illinois will be processing a bi-weekly payroll. The first bi-weekly pay date will be **April 4, 2025**.

If you choose to elect direct deposit, your wage statement will be mailed to your address of record until access to the employee self-service system is completed. If direct deposit is not selected, paycheck and wage statements will be distributed by your immediate department manager or designee on pay date.

Timekeeping & Badge Procedure: Associates will continue to use their current facility identification badge to access the facilities and to record all and any time worked beginning with shifts that start at **12:00 a.m. on Saturday, March 1**. New JBDev time clocks are being installed. Non-exempt associates must clock in at the beginning and end of shifts and meal break(s). Salary associates need only clock in once daily.

Thank you again for your dedication to exceptional patient care and welcome to the Prime family!