

We Are Responsible for State Resources

By Pamela Lewis, Public Affairs

Sometimes it's hard to figure out just what's allowed and what isn't at a place as large and policy-ridden as the UT Health Science Center at Houston. So, the staff in the Office of Legal Affairs and Institutional Compliance would like to offer some reminders:

Each faculty and staff member is responsible for protecting and preserving health science center property, equipment and supplies, according to Elisa Fallows, manager of compliance. "As state employees, faculty and staff are responsible for conserving state resources as trustees for the citizens of the State of Texas. Public resources may not be used for personal benefit or gain," she says, providing questions and answers to help clarify some issues.

Q: My child calls me at work when he gets home from school to let me know he is okay. Is that against the rules?

A: No, as a general rule, the personal use of any university property or asset is prohibited; however, incidental personal use of e-mail, the telephone, or the Internet that complies with applicable university policies, and does not result in additional cost to the university, is okay.

However, using your long distance access code to the university's long distance service to make a personal long distance call is prohibited because this would result in additional cost to the university. For more information, consult the Handbook on

Operating Procedures, HOOP 17.02, Telecommunications Usage.

Q: I have a personal e-mail account that is available via the Internet that I would like to check at work. Is this permitted?

A: The Internet should be used only for legitimate state business. However, brief and occasional Internet browsing of a personal nature is okay so long as the use conforms to the permissible use and prohibited use sections of HOOP 17.05, E-mail and Internet Usage. Only incidental amounts of employee time — time periods comparable to reasonable coffee breaks during the day — should be used to attend to personal matters. All Internet access is logged and could be subject to further review.

Q: I tried to access an Internet site for work purposes and a block screen with a display informing me that I was attempting to visit a potentially inappropriate site popped up. What should I do?

A: The block screen is triggered if you access sites containing material that members of executive management have decided is inappropriate. If you have a legitimate mission-related reason to access the site, you may do so by certifying the need. The certification process requires users to enter their health science center username and password at the time of access. If you do not

know your health science center username and password, contact the Office of Academic Computing, (713) 500-3501.

Just remember the basic rules — limited use of university resources for personal purposes, such as telephone calls and e-mail, is permitted under the following circumstances. The use is brief and does not:

- result in a cost to the health science center;
 - interfere with job duties and responsibilities;
 - disrupt or distract from the conduct of official business;
 - compromise the security or integrity of private confidential information; or
 - violate university policy regarding discrimination and harassment.
- Never use university resources for illegal activities, or to:
- conduct an outside business;
 - campaign for or support a campaign for political purposes; or
 - support, promote or solicit from an outside organization or group without advance approval.

Fraud and Abuse

It is every faculty and staff member's responsibility to prevent fraud and abuse of university and state resources by themselves or others.

- Fraud is "knowingly or willfully attempting to gain any benefit which does not

belong to you." The University of Texas System Fraud Policy, Business Procedure Memorandum 50 at <http://www.utsystem.edu/bpm/50.htm> details individual responsibilities and actions regarding the prevention and reporting of fraud.

- Abuse is "activities that result in excessive or unreasonable cost to the university, or other state or federal agencies."
- Fraud and abuse of university and/or state resources may be a criminal offense.

Q: What are some examples of fraud?

- A: Falsifying any type of record, such as payroll or timekeeping, medical or scientific research by:
- providing false receipts and documentation for any type of reimbursement from the health science center, such as travel;
 - billing for procedures or services not performed or rendered with inadequate documentation;
 - overstating the percentage of effort that personnel actually work on research grants funded by federal or state agencies.

Q: What are some examples of abuse?

- Examples of abuse include:
- Using sick leave when not sick;
 - Taking products or supplies that belong to the health science center;
 - Taking a long lunch or break without approval. ★

Insurance Choice Options for FY06

UT Select PPO Percentage Paid by State and UT

Employee only — 100%.*
Employee and spouse — approximately 78%.
Employee and children — approximately 75%
Employee and family — approximately 69%

*This plan includes Basic Life Insurance of \$10,000 and Accidental Death & Dismemberment (AD&D) of \$10,000 for employee only or Basic Life Insurance of \$3,000 for retiree only.

HMO Blue Availability

Employee Group Insurance will continue to offer an HMO plan option (HMO Blue) in most areas for the 2005-2006 plan year, although not in Galveston County.

- If you live in Galveston County but work in the HMO Blue Houston service area, HMO Blue will continue to be a medical plan option for you. Please read your Annual Enrollment materials to learn more about this special enrollment opportunity.

As with UT SELECT, EGI and Blue Cross and Blue Shield of Texas have worked diligently to ensure that most areas of the state continue to offer two medical plans and that your HMO Blue out-of-pocket premium rate increases remain below the actual growth trend; therefore, rates for the HMO Blue plan will increase for Fiscal Year 2006 by an average of 14%. HMO Blue rates are available online at <http://www.utsystem.edu/egi>.

Prescription Plans

Plan benefits, including co-payments and applicable co-insurance and deductibles for both health plans will remain the same, but each plan may have different medications on its Preferred and Non-Preferred Drug lists. Please compare each plan's Preferred Drug list with any medications you or your dependents are currently taking. The Preferred Drug lists are available online at <http://www.utsystem.edu/egi/providers.asp>.

Dental, Vision and Other Insurance

Monthly premium rates will remain unchanged for the 2005-2006 plan year for the

- UT Dental Select plan (administered by Delta Dental),*
- Assurant Dental HMO,
- Superior Vision plan,

- Fort Dearborn Group Life and Accidental Death and Dismemberment plans,
- The Hartford Long Term and Short Term Disability plans, and
- the CNA Long Term Care plan**.

*For the next plan year, your UT DENTAL Select plan will provide a larger annual maximum and orthodontic lifetime maximum, raising both benefits from \$1,000 to \$1,250 per person.

** Current participants enrolled in the LTC Guaranteed Benefit Increase Option have a special opportunity to increase their level of benefits without the standard medical underwriting review. The premium increase for those taking advantage of this opportunity to increase your long-term care coverage will be based only on the participant's attained age (the difference between your current age and your age upon initial LTC enrollment). In addition, your lifetime maximum benefit will increase in proportion to your new daily benefit.

If you choose not to increase your level of coverage, your premium and benefit levels will remain unchanged, however, future opportunities to increase your long-term care coverage may be subject to medical underwriting review.

A letter from CNA will arrive during the enrollment period detailing this opportunity. Consult the 2005 Annual Enrollment booklet or <http://www.utsystem.edu/egi> for more information.

New Medical Management Programs for FY06 with UT Select* Disease Management Programs for Your Health

If you're living with a chronic health condition, you may face daily challenges in managing your condition. You want to have the best knowledge and tools available to help you stay as healthy as possible. Help is available with comprehensive disease management programs offered by Blue Cross and Blue Shield of Texas for UT Select members. *The program is already available to HMO Blue Texas members.

These voluntary programs are designed specifically for those who have been diagnosed with

- asthma,
- diabetes,
- congestive heart failure,
- coronary artery disease,
- metabolic syndrome (high blood pressure, high cholesterol),
- lower back pain or
- end-stage renal disease.

When you enroll in one of the programs, you'll receive helpful information about your condition, at no out-of-pocket cost to you.

Disease management programs work together with your health plan, doctor and you to help identify the best way to manage your condition more effectively. Enrolling in a program can help:

- Decrease the intensity and frequency of your symptoms
- Enhance your self-management skills
- Minimize missed days at work
- Enrich your quality of life.

Each program addresses your specific needs, based on the severity of your condition, complications and risk factors. If the severity of your condition is mild, you'll receive:

- Coverage for targeted preventive screenings
- Seasonal mailings with educational materials related to your condition
- Annual contact calls to encourage medication compliance
- Tools to help you better self-manage your condition.

If the symptoms of your chronic condition are moderate to severe, your program will be tailored to provide you with:

- Personalized self-management planning
- Regularly scheduled monitoring by a registered nurse
- 24-hour-a-day phone access to specialty nurse
- An audio library of topics related to your condition, available by telephone around-the-clock
- Assistance in getting durable medical equipment covered under your health plan
- Home health visits and social service consultation, if needed.

Additional details about the disease management programs are available during Annual Enrollment. For now, you can get more information about your specific health condition by visiting the Web site at www.bcbstx.com/ut.

Log on to Blue Access for Members and follow the links to Diseases A-Z to get up-to-the-minute information on health care.

Special Beginnings Program

Prenatal education, regular obstetric check-ups, and lifestyle awareness are key factors in helping pregnant women deliver healthy babies. The UT System and Blue Cross/Blue Shield of Texas will offer the Special Beginnings prenatal care program.

The program

- provides prenatal risk assessment education and
- coordinates with the patient's physician to provide case management services to help reduce the chance of low birth-weight infants and/or premature delivery.

Ideally, a pregnant woman is enrolled in the Special Beginnings Program during her first trimester. A confidential assessment helps determine if her pregnancy is at risk.

The program's success stems from frequent contact between the same Special Beginnings obstetrical nurse and the patient over a period of time. The nurse will help guide the patient through her pregnancy by:

- Assessing the woman's health and lifestyle factors
- Discussing prenatal care
- Providing education relevant to her risk factor
- Helping her physician develop treatment plans and alternatives
- Encouraging the use of other resources, as appropriate.

To enroll in Special Beginnings, or ask questions about the program, call toll-free at 800-462-3275.

CareWise 24-Hour NurseLine

A staff of trained, experienced registered nurse counselors is available 24/7 to answer health care questions and provide information about a wide variety of health care issues and medical, non-emergencies for all UT Select members. To talk to a CareWise nurse, call toll free: 1-888-315-9473.

UT FLEX Accounts

UT FLEX accounts let you set aside money from your pay before taxes are withheld. As you incur eligible health care expenses or dependent day care expenses through-

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