

August 13, 2019

Our Integration Work Stream teams are working hard on many aspects of the overall integration process, including accessing and mapping out project plans to align IT systems, HR programs and policies, operational processes, etc. As information, timeframes and milestones become available, we will continue to include them in our biweekly "Integration Update" emails, as well as post them to our mobile site - **Baptist Health on the Go** ([boca.baptisthealth.net/go](http://boca.baptisthealth.net/go)).

If you have not already updated your email signature with our newly branded format, please do so as soon as possible. [CLICK HERE](#) to access an instructional document. The guide will walk you through step-by-step instructions and is comprehensive for all of the different versions of Outlook Exchange we are currently using. NOTE – the pineapple icon will not appear in your mailbox signature window, but it will automatically appear when you initiate a new email. This newly branded email signature should be set as your default for all internal and external emails. Having your contact information on internal emails will help facilitate better communication and contacts. If you encounter any challenges updating your signature, please reach out to the IS Help Desk, ext. 4235 for assistance.

Additionally, we look forward to having Boca Regional employees participate in Baptist Health's upcoming Employee Engagement Survey, administered by Glint. As a reminder, the annual survey will launch next Monday, August 19 and will run through September 8. This is a valuable opportunity for you to provide open, honest, and confidential feedback, so your input is greatly appreciated. You will also have the ability to include comments after each question to further provide your input, if you choose. The survey should only take about 15 minutes to complete. Posters and flyers with instructions to access the survey will be available soon.

We do not have new FAQs within this particular Integration Update communication. However, you can [CLICK HERE](#) to access the full list of FAQs which have been communicated thus far in our first two Integration Update communications.

As previously communicated, if you have any additional integration-related questions, please reach out to your leader or call our dedicated HR Hotline at 561-955-2266.