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Online Training for New Physician Faculty and Other Healthcare Professionals

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19 Added by [Harrison, Jonathan](#), last edited by [Harrison, Jonathan](#) on Jul 15, 2013 ([view change](#))

USF Health requires all new physician faculty members and other healthcare professionals (ARNP, PA, PT, SLP, etc.) to complete certain training modules prior to activation of their patient scheduling and billing. This quick guide will provide you with instructions for requesting a USF Health computer account, logging into Learn, enrolling in USF Health Training courses, and launching the training modules within the courses. It also provides instructions for registering for the face-to-face Billing Integrity Orientation and outlines the final steps required to activate your patient scheduling and billing.

Topics Covered:

- [Requesting a USF Health Computer Account](#)
- [Logging Into Learn and Accessing the USF Health Training Course Category](#)
- [USF Health Training Courses and Instructions for Enrolling](#)
 - [USF Health Professional Integrity & Compliance - Required Training](#)
 - [Role-based Training](#)
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- [Face-to-face Billing Integrity Orientation](#)
- [Steps After Completing Training](#)

Requesting a USF Health Computer Account

In order to complete the online education modules, you need a USF Health computer account and email address. If you do not already have one, you may request a USF Health computer account online at <http://health.usf.edu/is>. In the **Service Requests** menu, click on **Request a New Account** and follow the instructions. If you have any questions about obtaining a computer account, contact USF Health Information Services Help Desk at (813) 974-6288.

► Click here to view detailed instructions for requesting a USF Health computer account

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Logging Into Learn and Accessing the USF Health Training Course Category

The following instructions describe how to log into USF Health Learn and access the USF Health Training course category.

1. Click the following link: <https://learn.health.usf.edu/course/category.php?id=23>
The USF Health Learn website should open. (*You can right click the link for options to open the Learn website in a new browser tab or window.*)
2. Log into the USF Health Learn website by entering your USF Health username and password. See figure 1 below.



Figure 1: Logging in to the **USF Health Learn** website. (*Click image to enlarge*)

If you have successfully logged in, the USF Health Training course category page will appear, listing all of the training courses available within the category.

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USF Health Training Courses and Instructions for Enrolling

All USF Health employees must complete the **USF Health Professional Integrity & Compliance** course. In addition, physician faculty and other healthcare professionals are required to complete additional training modules in the **Role-based Training** course. Below are descriptions for these 2 primary training courses, lists of all the modules that are included, and instructions for enrolling in each course.

USF Health Professional Integrity & Compliance - Required Training

Professional Integrity, Compliance and Information Security training that is required of all USF Health employees.

This course includes the following modules:

- Professional Integrity at USF Health
- False Claims Acts and USF Health Standards
- Professional Compliance
- HIPAA Compliance
- Computer & Information Security

► Click here for instructions for enrolling in this course

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Role-based Training

Physician faculty and other healthcare professionals are also required to complete additional training modules in the **Role-based Training** course.

This course includes modules on the following topics:

- **Safety: Back to Basics** (*Required for all employees working in clinical areas or other areas where there is contact with patients and/or exposure to blood or bodily fluids*)

This section includes the following modules:

- Applying Standard Precautions
- OSHA Fit Testing for Particulate Respirators
- OSHA Blood-borne Pathogen (BBP) Education
- Preventing Occupational Exposure to Blood-borne Pathogens
- Selecting and Using Personal Protective Equipment

- **Additional Resident Training** (*Required for all Residents*)

This section includes the following modules:

- Logging Duty Hours
- Central Venous Catheterization (Video)
- Central Venous Line Placement: Subclavian Vein (Video)
- Ultrasound-Guided Internal Jugular Vein Cannulation (Video)

- **Billing Integrity** (*Training made available to employees needing to review Evaluation & Management (E&M) Coding procedures*)
- **Faculty Leave Benefits** (*Required for all USF Health faculty*)
- **Privacy in Research** (*Required for all employees involved in human subject research*)
- **Authorized Signer Training** (*Required for all Authorized Signers*)
- **Reducing the Risk** (*Required for all Faculty Physicians and Other Healthcare Professionals (ARNP, PA, PT, SLP, etc.)*)

► Click here for instructions for enrolling in this course

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Launching Modules in the USF Health Training Courses

The instructions below describe how to launch a training module within any of the USF Health Training courses.

1. Click the title of a module to go to its Launch page. See figure 11 below.



Figure 11: Clicking the module name on the course home page. (Click image to enlarge)

2. Click the **Enter** button on the module Launch page to launch the module. See figure 12 below.

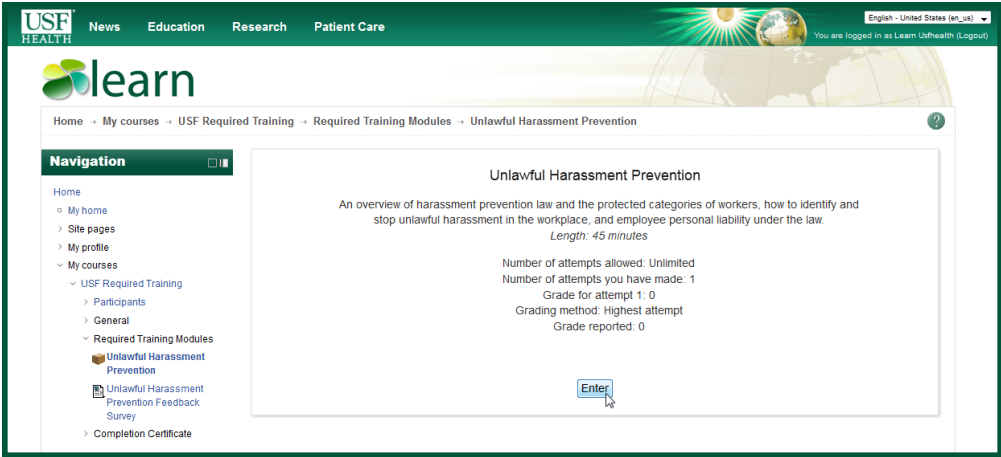


Figure 12: Clicking on the **Enter** button to launch the module. (Click image to enlarge)

The training module will launch in a new browser window.

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Face-to-face Billing Integrity Orientation

In addition to the online training in Learn, physician faculty members must attend a Face-to-face Billing Integrity Orientation session. These sessions are scheduled on an ad hoc basis and are tailored to your specialty of practice. This is a one-on-one orientation with a Billing Integrity Consultant at the Professional Integrity Office located in the University Professional Center building at 3500 E. Fletcher, Suite 301. This training is scheduled via Faculty Affairs for new Faculty physicians as part of the

Right Start On-Boarding Process. Other Healthcare Professionals should contact the PIO directly at (813) 974-8090 to schedule. This training should be completed as close to clinical start as possible, but no greater than 30 days **prior** to that date.

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Steps After Completing Training

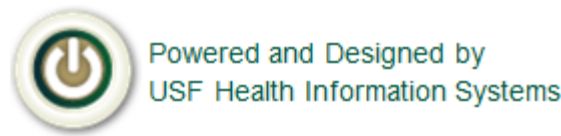
Once you have completed all of the on-line courses in Learn, notify Revenue Cycle Operations (RCO) via email at bgreenha@health.usf.edu and jolson@health.usf.edu and blee@health.usf.edu. The Professional Integrity Office staff will notify all pertinent parties of the completion of Billing Integrity Orientation. Once all of these education modules have been completed, your patient scheduling and billing will be activated.

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None



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Summary of Benefits

USF Health – Clinical Faculty

USF offers a competitive benefits package. For details, please contact Stacy Eyer, Benefits Representative, Division of Human Resources, USF at (813) 974-5715 or sceyer@usf.edu, and visit the following website: <http://usfweb2.usf.edu/human-resources/benefits/index.asp>

Major Benefit Highlights:

The University of South Florida is pleased to provide you an **On-Line Benefits Orientation**. This interactive presentation allows you to zero in on the benefits you are interested in and provides the information in a clear, concise manner. Because you will be able to access the presentation from any computer, you will be able to view the information when and where it is convenient for you and can share the information with family members. The Benefits Orientation can be found at: <http://usfweb2.usf.edu/human-resources/benefits/new-employee-online-training.asp>

- **Retirement.** Morsani College of Medicine faculty are enrolled in the Optional Retirement Plan ("ORP"), a defined contribution plan with no vesting period. The University contributes a percentage (5.14%) and university employees are required to contribute 3% of bi-weekly pay to purchase an annuity with one of the University's designated tax sheltered annuity companies. Morsani College of Medicine physician faculty who receive University salary compensation through the USF Morsani College of Medicine Academic Support Fund (ASF) are also enrolled in the USF ASF defined contribution retirement plan (no vesting period; University contribution percentage of 7.42%). Employees may also make contributions to these plans in accordance with IRS regulations.
- **Health Insurance.** The State of Florida currently offers a choice of health insurance plans (PPO and HMO) and a health investor plan. All insurance plans provide for individual (employee only) coverage or family (employee and eligible dependents) coverage. For full-time employees, the University contributes 80% of the premium toward health insurance. **If you plan on obtaining health insurance coverage through USF you will need to exercise COBRA coverage for the first month of your appointment with your current employer. USF Health Insurance coverage will begin the second month of your employment if premiums are paid and processed during the first month of your USF employment.**
- **Other Insurance.** Pursuant to the USF Morsani College of Medicine Flexible Benefit Plan, physician faculty are provided a \$500,000 group term life insurance benefit through Unum Provident Corporation; long-term disability insurance through Provident Life & Accident Insurance Company paid as taxable compensation through ASF. Other low cost, group insurance benefits are offered at employee expense (e.g. additional life insurance; dental insurance; supplemental health; and disability and long-term care insurances).
- **Malpractice Protection.** Under Florida's Sovereign Immunity law, USF employed physicians are protected against personal liability for professional negligence in the course of their University duties. The USF Health Sciences Center Self-Insurance Program provides insurance protection on an occurrence basis for the University of South Florida Board of Trustees/USF employed physicians. Faculty physicians are not required to obtain tail coverage when they leave USF's employment.
- **Pre-tax Reimbursement Accounts.** (Medical, Dependent Day Care)

- Leave. Morsani College of Medicine faculty (full-time, 12 month) earn leave as follows: 6.769 hours annual leave biweekly, 4 hours sick leave biweekly. Eligible employees may elect to apply for membership in the USF Sick Leave Pool.
- Direct Deposit Mandatory. All University employees must have paychecks deposited directly into their account at the banking institution of their choice through Electronic Fund Transfer. Depending on when you complete your new hire paperwork, you may need to pick up your first pay check from the Payroll Office, located in SVC 0077.
- Employee Support. The University is committed to providing employees and management with the employee relations support necessary for an atmosphere of organizational success and employee satisfaction. The University has an Employee Assistance Program, Advocacy Program, and other resources to assist faculty. The University's Office of Diversity and Equal Opportunity works with all areas of the University in their efforts to promote diversity and community among students, staff and faculty.

HEALTH INSURANCE: Standard Plan

Cost for Standard Plan:

- Individual Coverage: \$50.00 / monthly
- Family Coverage (1 or more): \$180.00 / monthly

Effective Date:

First of the month following your election and receipt of full month's premium. Optional early effective date available.

Benefit Overview:

- Employees have the option of choosing from the following standard health plans:
 - **Florida Blue (Standard Plan):** A Preferred Provider Organization (PPO) offering a choice of in- or out-of-network coverage for medical care such as diagnostic, x-ray and laboratory services, surgical benefits, and inpatient hospital room and board.
 - **In-Network:** A Primary Care Physician office visit will have a co-pay of \$15 and a Specialist office visit will have a co-pay of \$25. Preventive care services such as certain routine physical exams, health screenings, mammograms, and immunizations are covered at 100% of the allowed amount without meeting the annual deductible. The annual deductible for individual coverage is \$250 and for family coverage is \$500.
 - **Out-of-Network:** For all office visits the participant is responsible for 40% of the non-network allowance plus any amount between the charge and allowance. Annual deductible for individual coverage is \$750 and for family coverage is \$1,500.
 - **Prescription Drug Plan:** The prescription drug plan is a three tier co-pay plan for generic and brand drugs and is administered through **Express Scripts**. **Please Note:** Participants may fill certain maintenance drugs up to three months at a retail pharmacy. After that, they are **required** to send these prescriptions to the mail order pharmacy for coverage.

	Retail Co-Pay (30-day)	Mail Order (90-day)
Generic Drugs	\$7	\$14
Preferred Brand Name Drugs	\$30	\$60
Non-Preferred Brand Name Drugs	\$50	\$100

- **AvMed (Standard Plan):** A Health Maintenance Organization (HMO), which provides coverage for hospitalization, surgery, x-ray, diagnostic testing and laboratory services based on a co-pay system. A Primary Care Physician office visit will have a co-pay of \$20 and a Specialist office visit will have a co-pay of \$40.
 - **Prescription Drug Plan:** The prescription drug plan is a three tier co-pay plan for generic and brand drugs and is administered through **Express Scripts**. Mail order is available but not required.

	Retail Co-Pay (30-day)	Mail Order (90-day)
Generic Drugs	\$7	\$14
Preferred Brand Name Drugs	\$30	\$60
Non-Preferred Brand Name Drugs	\$50	\$100

HEALTH INSURANCE: Health Investor Plan:

Cost for Health Investor Plan:

- Individual Coverage: \$15.00 / monthly
- Family Coverage (1 or more): \$64.30 / monthly

Effective Date:

First of the month following your election and receipt of full month's premium. Optional early effective date available.

Benefit Overview:

- Employees have the option of choosing from the following health investor health plans:
 - **Florida Blue (Health Investor):** A Preferred Provider Organization (PPO) offering a choice of in- or out-of-network coverage for medical care such as diagnostic, x-ray and laboratory services, surgical benefits, inpatient hospital room and board.
 - **In-Network:** The participant is responsible for 20% of the network allowed amount for all medical care and hospital stays after the annual deductible is met. The annual deductible for individual coverage is \$1,250 and for family coverage is \$2,500. Preventative care is provided at 100% of the network allowed amount without meeting the annual deductible.
 - **Out-of-Network:** The participant is responsible for 40% of the non-network allowed amount plus the amount between the charge and allowance for all medical care and hospital stays after the annual deductible is met. Annual deductible for individual coverage is \$2,500 and for family coverage is \$5,000.
 - **Prescription Drug Plan:** The prescription drug plan is a three tier plan that offers a coinsurance responsibility for generic and brand drugs and is administered through **Express Scripts**. The annual deductible must be met prior to receiving the coinsurance percentage listed below.

	Retail Co-Pay (30-day)	Mail Order (90-day)
Generic Drugs	30%	30%
Preferred Brand Name Drugs	30%	30%
Non-Preferred Brand Name Drugs	50%	50%

- **Health Savings Account (HSA):** The Health Savings Account is an account where the employee enjoys state contributions up to a maximum of \$500 for individual coverage and \$1000 for family coverage into a banking account. These funds can be used to pay out-of-pocket expenses, such as medical and prescription drug costs, deductibles, coinsurance, and dental and vision services that aren't covered under your insurance.
- **AvMed (Health Investor):** A Health Maintenance Organization (HMO), which provides coverage for hospitalization, surgery, x-ray, diagnostic testing, and laboratory services within a network of physicians. The participant is responsible for 20% of the incurred fees for all medical care and hospital stays after the annual deductible is met.
 - **Prescription Drug Plan:** The prescription drug plan is a three tier plan that offers a coinsurance responsibility for generic and brand drugs and is administered through **Express Scripts**. The annual deductible must be met prior to receiving the coinsurance percentage listed below.

	Retail Co-Pay (30-day)	Mail Order (90-day)
Generic Drugs	30%	30%
Preferred Brand Name Drugs	30%	30%
Non-Preferred Brand Name Drugs	50%	50%

- **Health Savings Account (HSA):** The Health Savings Account is an account where the employee enjoys state contributions up to a maximum of \$500 for individual coverage and \$1000 for family coverage into a banking account. These funds can be used to pay out-of-pocket expenses, such as medical and prescription drug costs, deductibles, coinsurance, and dental and vision services that aren't covered under your insurance.

Basic Life Insurance

Cost for Basic Life:

- Fully funded by USF (\$4.54/monthly)

Effective Date:

Date of hire. The employee is automatically enrolled upon employment.

Benefit Overview:

- USF covers the full cost of a term life insurance valued at \$25,000.

Optional Life Insurance

Cost for Optional Life:

- The monthly cost of coverage per thousand is based on the employee's age and amount elected.

Effective Date:

First day of the month following one full month's premium deduction. Individual enrollment is necessary.

Benefit Overview:

- Optional Life coverage tiers are available from 1 to 7 times the employee's salary. If the 6th or 7th coverage tier is chosen, the employee must provide proof of good health.
- Optional Life coverage payout maximum is \$1 million, regardless of income.

Supplemental Plans

Cost for Supplementals:

- Fully funded by the employee; varies by plan and coverage level

Effective Date:

First day of the month following the deduction of two payroll deductions in the same month. Individual enrollment is necessary

Benefit Overview:

- Dental Plans:** Prepaid (DHMO), PPO, Indemnity with PPO, Indemnity
 - Prepaid (DHMO):** Network of dentists and specialists to keep your costs low. Does not cover out-of-network services.
 - Humana Network Plus*
 - United Healthcare Solstice S700*
 - Assurant Employee Benefits Prepaid 225*
 - CIGNA Dental*
 - PPO:** Discounted rates on services if you use dentists or specialists in the network.
 - Humana Preferred Plus*
 - Indemnity with PPO:** Discounted rates on services if you use dentists or specialists in the network, but you can use any provider you choose.
 - Ameritas Dental Preventative Plus*
 - Assurant Employee Benefits Freedom Advance*
 - Indemnity:** Scheduled reimbursement amount (set fee) for covered services from any dentist or specialist.
 - Humana Schedule B*

Supplemental Plans (continued):

- **Vision Plans:**
 - **Humana Vision**
 - Exam and Materials Option
 - Materials Only Option
- **Accident Plans:**
 - **Colonial:** Offers worldwide coverage 24/7 and pays a lump-sum benefit to cover some of the expenses you may have as a result of an accident or injury.
- **Cancer Plans:**
 - **AFLAC and Colonial:** Helps offset some of the direct and indirect expenses not covered by your health insurance for cancer diagnosis and treatment
- **Disability Plans:**
 - **Colonial:** Designed to replace income if you are unable to work as a result of a covered accident or illness. Depending on the monthly benefit you select, you are guaranteed coverage at 66 ⅔ percent of your income.
- **Hospital Intensive Care Plans:**
 - **AFLAC:** Helps offset some out-of-pocket expenses for stays in a hospital intensive care unit.
- **Hospitalization Plans:**
 - **CIGNA Health and Life Insurance Company and New Era Insurance:** Helps pay for some of the hospital expenses not covered by your health insurance. These charges may include the hospital deductible, non-covered room and board charges, copayments, and out-patient surgical center charges. You may buy more than one hospitalization plan, but be sure you are fully informed before choosing multiple plans of the same insurance type.
- **Tax-Favored Accounts:**
 - **Flexible Spending Accounts:** You elect to have money deducted on a pretax basis to fund either of these accounts which also reduce your federal income tax liability.
 - **Medical Reimbursement Account:** Use the account to pay yourself back for out-of-pocket medical, prescription, dental, and vision expenses.
 - ❖ **Minimum Contribution:** \$60
 - ❖ **Maximum Contribution:** \$2,500
 - **Dependent Care Reimbursement Account:** Use the account to pay yourself back for care for a child, disabled spouse or qualifying relative who is dependent on you, or needs care so that you (and your spouse, if you're married) can work.
 - ❖ **Minimum Contribution:** \$60
 - ❖ **Maximum Contribution:** \$5,000

Additional Voluntary Benefits

Cost for Voluntary Benefits:

- Fully funded by the employee; varies by plan and coverage levels chosen

Effective Date:

Individual enrollment is necessary

Benefit Overview:

- **Life Insurance:** additional after-tax life insurance policies available for the employee, spouse, or dependent children.
 - Group Term
 - Universal Life Extra
 - Level Term
 - Return of Premium
- **Long Term Care:** Covers Nursing Home, Living Facilities, and Professional Home Care for employees and family members ages 18-79
 - John Hancock
- **Long Term Disability:** Provides a benefit up to 66 2/3% of your base monthly earnings
 - The Standard
 - 30-day elimination period
 - 90-day elimination period

Employer Sponsored Retirement Plans

Cost for Retirement Plan:

- 3% mandatory employee contribution
- USF funded, regardless

Effective Date:

Offered upon employment. Individual enrollment is necessary.

Benefit Overview:

- Morsani College of Medicine Faculty have the following retirement plan:
 - *State University System Optional Retirement Program (SUSORP (Faculty & Administration Only))*: The SUSORP is a defined contribution plan where the employee is given the choice to choose one or more insurance companies to invest their funds. Currently, the companies available are ING, Jefferson National, MetLife, TIAA-CREF, and VALIC. The amount of the retirement benefit is determined by the contributions made by the employer and the employee and the performance of your investment choices.
 - The employer contribution to the SUSORP is 5.14% of the employee's annual base salary.
 - The employee may contribute up to 5.14% voluntarily to this retirement plan.

Voluntary Retirement Savings Plans

Cost for Voluntary Savings Plans:

- Fully funded by the employee

Effective Date:

Offered upon employment. Individual enrollment is necessary.

Benefit Overview:

- Tax Sheltered Annuities (TSA) 403(b):** These programs offer employees the opportunity to save money for retirement while reducing their current income tax liability. Taxes on earnings and contributions are deferred until you receive them as income.

Insurance Companies

- VALIC
- Horace Mann
- ING
- Jefferson National
- Massachusetts Mutual
- MetLife
- New England Financial
- Prudential

Mutual Fund Companies

- Fidelity Investment
- TIAA-CREF
- T. Rowe Price
- Vanguard

- Deferred Compensation 457:** This program offers employees the opportunity to save money for retirement while reducing their current income tax liability. Taxes on earnings and contributions are deferred until you receive them as income.

- VALIC
- Charles Schwab
- Great-West Retirement Services

- ING
- Nationwide Retirement Solutions
- T. Rowe Price

Annual Leave:

Cost for Annual Leave:

- Fully funded by USF.

Effective Date:

Accrual begins upon employment.

Benefit Overview:

- 12-month Faculty and Administration:
 - Annual leave is accrued at 6.769 hours per pay period.
 - Upon retirement or separation, annual leave is paid up to 352 hours.

Sick Leave:

Cost for Sick Leave:

- Fully funded by USF.

Effective Date:

Accrual begins upon employment.

Benefit Overview:

- Sick leave is accrued at 4 hours per pay period.
- Upon retirement or separation, if 10 or more years of service are completed, sick leave is paid at 25% of the sick leave balance up to a total of 480 hours.

Holidays:**Cost for Holidays:**

- Fully funded by USF

Effective Date:

Upon employment

Benefit Overview:

- Employees enjoy 9 paid holidays along with 2 additional floating holidays that are designated by the President. USF is closed on these holidays. The paid holidays:
 - New Year's Day
 - Martin Luther King, Jr. Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veterans' Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Day

**FLEXIBLE BENEFIT PLAN for FULL TIME PHYSICIAN FACULTY
of the UNIVERSITY OF SOUTH FLORIDA COLLEGE OF MEDICINE**

PHYSICIAN BENEFIT SUMMARY

ELIGIBILITY

These benefits are provided to eligible full time physician faculty of the USF College of Medicine as described in the USF College of Medicine Flexible Benefit Plan Eligibility Criteria. Contact the USF Physicians Group (USFPG) Department of Human Resources to confirm continued eligibility if there is any change in your faculty appointment or family status.

LIFE INSURANCE

- ◆ \$ 500,000 Group Term Life Insurance is provided through Unum.
- ◆ Insurance provided to faculty and other eligible persons who were employed by USF on or after January 1, 2001 will reduce by 50% at age 65, and the College will terminate premium payments at age 70.
- ◆ Supplemental group term insurance is available for self, spouse, and dependent children at individual expense through payroll deduction.

SHORT TERM DISABILITY INSURANCE

Short term disability insurance is provided through Unum. The benefit covers the Academic Support Fund (ASF) compensation only for physician faculty that receive ASF. Physicians are required to declare sick leave or leave without pay for his/her State of Florida or VA salary. Below are the plan highlights:

- ◆ **Weekly benefit:** 70% of weekly earnings to a maximum benefit of \$4,000 per week.
- ◆ **Elimination period:** 30 days after disability begins
- ◆ **Benefit duration:** 22 weeks

LONG TERM DISABILITY INSURANCE

Long term disability insurance is provided through Unum.

- ◆ Provides 80% of salary, following a 180-day waiting period, with a maximum benefit of \$18,000/month income in the event of disability resulting from either accident or illness.
- ◆ Guaranteed issue, medical application not required. Non-cancelable and guaranteed renewable to age 65.
- ◆ Benefits are payable to age 65. There is a graded benefit schedule for disabilities commencing after age 62.
- ◆ Own occupation definition includes clinical practice (including board certified specialty), teaching, and research.
- ◆ The benefit is revised every July 1 in accordance with actual total compensation earned the previous fiscal year.

This benefit is uniquely designed for USF through a combined plan consisting in most cases of 60% Long Term Salary Continuation Program (LTSC) with features available only to individual policies and 20% Long Term Disability (LTD) group coverage. These plans provide benefits for both total and partial disability. If you should leave USF, the LTSC program provides guaranteed conversion to an individual policy at Unum's standard rate in effect at the time of your termination based on your age when you originally became eligible for coverage.

The following maximums apply which may result in a reduced percentage of LTSC and increased percentage of LTD to result in a combined benefit of the lesser of 80% of compensation or \$18,000 per month.

- ◆ At age 60, the LTSC benefit may not be increased above \$6,000 per month. If the LTSC benefit is already above \$6,000 it is frozen at that level and eligible increases are applied to the LTD benefit.
- ◆ At age 69, no further increases may be made to the LTSC benefit, eligible increases are made to the LTD benefit.
- ◆ At age 75, the LTSC benefit terminates and coverage is transferred to the LTD.

HEALTH INSURANCE PREMIUM REIMBURSEMENT

Health insurance premiums paid by faculty through VA payroll deductions in excess of \$90 biweekly (\$540 per quarter) are reimbursed quarterly. This reimbursement is taxable compensation under the IRS code and is paid through the Academic Support Fund (ASF) payroll.

MALPRACTICE PROTECTION

Under Florida Sovereign Immunity law, USF employed physicians are protected against personal liability for professional negligence in the course of their University duties. The USF Health Sciences Center Self-Insurance Program provides insurance protection on an occurrence basis for University of South Florida Board of Trustees/USF employed physicians. Faculty physicians are not required to obtain tail coverage when they leave USF's employment.

ASF RETIREMENT PLAN

For physician faculty who receive compensation from the University of South Florida College of Medicine Academic Support Fund (ASF), a contribution will be made to a qualified retirement account [403(b)] for you. As of July 1, 2012, the contribution is the equivalent of 7.42% of your monthly ASF salary. You may direct your ASF Retirement Plan account to be invested with any of three fund sponsors: TIAA-CREF, VALIC, or Lincoln Life. Voluntary salary reduction contribution **is not** available through this plan.

For more detailed information, or to request a review of the complete plan documents, please call Iraida Rios, USFPG Department of Human Resources, at (813) 974-8179 or at: irios@health.usf.edu.



OPTIONAL RETIREMENT PROGRAM (ORP)

Eligibility:

- **Employees appointed to a Faculty position in the College of Medicine are required to participate.** The full name of the program is State University System Optional Retirement Plan or SUSORP.

Description of the Plan:

- The ORP is a defined contribution plan sponsored by the State of Florida. It is not a matching plan. Participants are immediately vested in the plan. The amount of your benefit at retirement is determined by the contributions made to your account and the performance of your investment choices. You can find more information on the Optional Retirement Plan by visiting the following website:
http://www.dms.myflorida.com/human_resource_support/retirement/optional_plans/state_university_system_optional_retirement_program

The plan is funded through the following contributions:

- Employer Funded Contribution: 5.14%
- Employee Mandatory Contribution: 3.00%
- Employee Voluntary Contribution: Up to 5.14%
- Contributions are directed into an individual account, and you will be able to decide how to allocate the contributions among various investment funds.

Provider Companies:

- Contact the approved provider company of your choice to sign a contract. Attached is a list of provider companies.

ORP Loans and Hardship Withdrawals:

- ORP contributions, including employee contributions, are not payable for employee hardships, unforeseeable emergencies, loans, medical expenses, educational expenses, purchase of a principal residence, payments necessary to prevent eviction or foreclosure on an employee's principal residence, or any other reason except a requested distribution for retirement, a mandatory de minimis distribution authorized by the administrator, or a required minimum distribution provided pursuant to the Internal Revenue Code.

VALIC <u>USF Tampa and USF St. Petersburg</u> 4300 W. Cypress Ave, Suite 1000 Tampa, FL 33607 (813) 269-3379/ Fax (813) 269-3380 <u>USF Lakeland</u> 12001 Research Parkway, Suite 132 Orlando, FL 32826 <u>USF Sarasota-Manatee</u> 425 Commercial Court, Suite B2 Venice, FL 34292 Fax (941) 480-1287	Jill VanderKam Janine Stubbs David Hilbig Dawn Evans (St. Petersburg) Gregory Koenig Christopher Orville	(813) 269-3379 (813) 313-9571 (813) 447-1700 (800) 892-5558 ext. 89700 (863) 224-1934 (941) 204-9877
ING 3206 Cove Bend Drive Tampa, FL 33613	Shane Isaac Dana Endres Nikki DiGiovanni (Tampa, Lakeland) Daoud Georgis Janet Wilson Catherine St. Dizier (St. Pete, Sarasota) Aaron Cheesman (St. Pete, Sarasota)	(813) 263-9107 (813) 758-1834 (813) 598-0292 (813) 785-7963 (800) 330-6115 ext.1307 (727) 204-8174 (850) 321-3790
Jefferson National 3206 Cove Bend Drive Tampa, FL 33613	Shane Isaac Dana Endres Nikki DiGiovanni (Tampa, Lakeland) Daoud Georgis Janet Wilson Catherine St. Dizier (St. Pete, Sarasota) Aaron Cheesman (St. Pete, Sarasota)	(813) 263-9107 (813) 758-1834 (813) 598-0292 (813) 785-7963 (800) 330-6115 ext.1307 (727) 204-8174 (850) 321-3790
MetLife 301 E. Pine Street, Suite 810 Orlando, FL 32801 4211 W. Boy Scout Blvd. #670 Tampa, FL 33607	Karen Jones Robin Kettle William "Bill" Cooper	(727) 389-2962 (727) 492-1423 (813) 286-3898
TIAA-CREF 14055 Riveredge Drive, Suite 320 Tampa, FL 33637	George "Sandy" Couch Christine Carter	(813) 205-3186 (813) 632-5126

Regulations Governing Faculty Appointments USF Health Morsani College of Medicine

- The USF Health Morsani College of Medicine faculty members are expected to participate in these activities as assigned by their Department Chair: provide care to patients and participate in related activities; develop and maintain a program of scholarly activity; participate in the teaching of medical and graduate students; participate in University and community service; and continue to be professionally active by remaining current in their fields and engaging in related professional activities.
- Your employment is subject to annual reappointment and is not a guarantee of lifetime employment nor, unless already granted, tenure. Provisions governing non-reappointment or layoff that are applicable to your position or appointment may affect your employment. This appointment is subject to the Constitution and laws of the State of Florida and the United States, the rules of the Florida Board of Governors (FBOG) and the University of South Florida, as applicable.
- This appointment includes the obligation to report outside activities and/or conflicts of interest under the provisions of the Florida Statutes, and/or the rules, policies, and procedures of the FBOG and/or the University.
- Your salary may be supplemented with funds derived through the College of Medicine Faculty Practice Plan ('Plan') in accordance with the College of Medicine compensation policies. You agree not to engage in patient care activities other than as a faculty member of the College of Medicine, pursuant to the policies adopted by the College of Medicine, the University, and the Florida Board of Governors. You agree to assign to the Plan's University Medical Service Association, Inc., all rights to fees or other compensation for medical services rendered during the term of your employment by the University. You agree to abide by all the policies and procedures of the Plan, to notify the Plan of any changes in your license, privilege or health status that affects or limits your ability to practice medicine, and to participate in all quality assurance activities developed by the Plan.
- If this appointment, or any portion of the appointment, is funded by a grant or contract, it is conditioned upon the continuation of those funds. In such case this appointment is temporary and will end as specified, or may end sooner due to the loss or reallocation of funds. No other notice of termination will be provided. Annual leave accrued during the life of the contract/grant must be taken during the life of that contract/grant or funds must be available in the contract/grant, at the time of separation of the employee(s) or the end of the contract/grant, to cover payment of earned annual leave for that portion of the appointment that is grant funded. You may be required to take annual leave at your supervisor's direction.
- The University prohibits discrimination against any employee based on race, color, sex, religious creed, national origin, age, veteran status, disability, political affiliation, marital status, sexual orientation or employee rights related to union activity as granted under Chapter 447, Florida Statutes. Claims of such discrimination by the Board or the University may be presented as grievance pursuant to University rule and/or procedure. Affixing your signature to the offer does not constitute a waiver of the rights to process a grievance in compliance with University rule and/or procedure.

- The USF Health Office of Faculty Affairs web site at <http://health.usf.edu/facultyaffairs/PoliciesandProcedures.htm> contains detailed information and links to regulations, policies, procedures, and other terms/conditions of University employment. Candidates are invited to call Ly Nguyen, Director, Faculty Recruitment & Pay, (813) 974-7728 for any questions or assistance.

RightStart:

RightStart@USF is the process that facilitates the completion of new hire paperwork for all new employees. The program is designed to get employees off on the right foot by ensuring that necessary paperwork is completed on or before the employee's first day of employment. Each newly hired employee will receive a professional and courteous welcome to USF and have their paperwork processed quickly and efficiently so they are ready to get started in their new position.

On or before your hire date you must Schedule an appointment with the USF Health Office of Faculty Affairs located in the CMS 3063, to complete the necessary paperwork that will put you on the payroll. Your department will schedule an appointment for you. To expedite this process, please be prepared to:

- Provide documentation that establishes your identity and employment eligibility (in accordance with the Immigration Reform and Control Act of 1986). A list of acceptable documents for the I-9 form is attached.
- Provide your passport, I-94, visa and appropriate immigration support documents based on visa class, if you are a foreign national.
- Enroll in USF's Direct Deposit program which is a condition of employment at the University. A voided check or a deposit slip is needed in order to complete the enrollment forms. If you do not currently have a bank account established HR can provide you with information on available options.