**Weekly FIVE: Tuesday, Oct. 8 - Monday, Oct. 14**

1. **Please note:** Mercy’s **Human Resources office** will be **closed Friday, Oct. 11.** The HR team will be traveling to Denver to attend the “One HR Advance”.
2. Information Technology will move **Meditech** servers to a new colocation data center, resulting in **downtime on Tuesday, Oct. 8, from 6 p.m. (18:00) until 10 p.m. (22:00) MT.** Please refrain from using all Meditech applications during this time.
3. **Lexicomp Mobile,** the drug reference tool for clinicians, is a subscription-based service that must be renewed annually. An authorization code is needed to renew the mobile subscription by mid-October. In order to obtain this code:
	* Log in to Lexicomp online at http://online.lexi.com/lco/action/home.
	* Click on Mobile Access codes
	* Select platform and choose existing customer.
	* Provide an authorization code. Follow the directions outlined to update the subscription.
4. 12th Annual **Centura Health Evidence-Based Practice, Research, and Innovation Conference** will take place from **8:00 a.m. -4:30 p.m. Friday, Nov. 8**, at the Denver University Fitz Knoebel School of Hospitality, 21010 S. University Blvd., Denver. Centura Health associates can attend the conference for the discounted rate of $80. Registration is available through My Virtual Workplace.
5. **Leadership Reminder:** The paper Change of Status (COS) forms have been replaced by the submission of associate data changes from your Lawson Manager Self Service dashboard. This will help ensure timely and accurate employment data management.