



WE'RE MOVING | SATURDAY, NOVEMBER 4



PATIENT & FAMILY MOVE DAY INSTRUCTIONS



HSHS
St. Elizabeth's
Hospital

A MESSAGE FROM OUR CEO

Dear Patients and Family Members,

On Saturday, November 4, 2017, all of the patients from HSHS St. Elizabeth's Hospital will be moved to the new state-of-the-art facility in O'Fallon, Illinois. Our name is not changing nor is our Mission "To reveal and embody Christ's healing love for all people through our high quality Franciscan health care ministry."

We are very pleased to have you share in this historic transition to our new hospital. This is the next chapter in fulfilling our health care Mission through advanced technologies, professional, skilled and compassionate caregivers, and the highest level of quality service. It is the next step in our journey to offering you, our patients, the highest quality care in a comfortable and healing setting.

Throughout the design of the new hospital, you will see that patient care, privacy and overall experience are our priority.

This booklet will guide you through how to prepare and what to expect on Move Day. If you have questions or concerns, please contact your nurse.

We appreciate your patience and cooperation during this complex process. We are excited to be moving to this new, modern and beautiful facility and hope that you will share in our growth at the new location.

Sincerely,



Peg Sebastian

President and CEO

HSHS St. Elizabeth's Hospital



HOW TO PREPARE FOR MOVE DAY

On Saturday, November 4, 2017, all inpatients at HSHS St. Elizabeth's Hospital in Belleville will be moved to the new hospital in O'Fallon, Illinois.

Please review all of the following instructions and information to prepare for your transfer from the current campus to the new facility.

- We ask that your family pack any non-essential personal items (flowers, balloons, photos, gifts, etc.) and take them home. These need to be removed by Friday, November 3.
- On Friday, November 3, you and your family will receive detailed information on your scheduled time for transfer to the new hospital. Your medical condition will determine your move time.
- We additionally have the support of our military partners from Scott Air Force Base who will be personally visiting patients on November 3 to provide more information on their transfer.
- We request that family members do not visit the Belleville location the morning of November 4 but rather arrive at the O'Fallon hospital after your loved one is settled in their new room.
 - The designated family/support person should enter the O'Fallon building at the **“Outpatient” entrance** (see map in the packet) as we will be using the Main entrance for patient transfers.
 - **They will need to provide the patient's full name and date of birth.**
- Please let your nurse know if you have any questions or concerns regarding the move.



WHAT PATIENTS SHOULD EXPECT ON MOVE DAY -

The new hospital in O'Fallon, Illinois, will open and start receiving patients at 4:00AM on Saturday, November 4, 2017.

- Please remain in your room until your identified transfer time. Your nurse will prepare you for transfer.
- Before your departure from the Belleville location, you will be given a triage tag with a unique numbers on it that are assigned specifically to you. A member of our team will be scanning your tag at each point of your travel to allow the incident command team to see where you are each step of the way.
- You will be traveling to the new hospital in an ambulance with your nurse. Some of your equipment and any essential belongings will go with you, as will the crucifix from your patient room.
- For safety reasons, your family member/support person will be unable to travel in the ambulance. They are encouraged go directly to O'Fallon site after you are settled into your new room. (see "What Family Members/Support Persons Should Expect" section).
- Upon arrival at the new St. Elizabeth's Hospital, your tag will be scanned again, and you will receive a new patient ID band.
- You will be taken to your new room where you will have another nurse waiting for you.
- Food service will be available at both locations. You will be served breakfast/lunch at either location depending on your move time.

Your safety and comfort is our top priority.

Please let your nurse know if you have any questions or concerns regarding the move. We appreciate your patience and cooperation during this complex process.





WHAT FAMILY MEMBERS/ SUPPORT PERSONS SHOULD EXPECT ON MOVE DAY

- All non-essential personal belongings should have been taken home by Friday, November 3. We will not be responsible for the transfer of these items such as flowers, balloons, etc.
- We request that family members do not visit the Belleville location the morning of November 4 but rather arrive at the O'Fallon hospital after your loved is settled in their new room. (Directions and map included).
- Upon arrival at the O'Fallon location, please **enter the building's "Outpatient" entrance**, noted on the map, where staff will be available for further instruction.
 - **You will need to provide the patient's full name and date of birth** for verification.
 - You may be asked to remain in the designated area until we have confirmation that your loved one has been settled into the new room. At that time, staff can direct/escort you to the patient rooms.
- Due to privacy laws, we ask that you do not take any photographs of patients, staff or other support personnel during the transfer process.
- Complimentary (free) food and beverages will be available to the family support person at O'Fallon if your wait is long. You can request this from staff at the Welcome table.
- Due to the large-scale transfer event, we request that other family or friends wait to visit patients on Sunday, November 5 or days after.





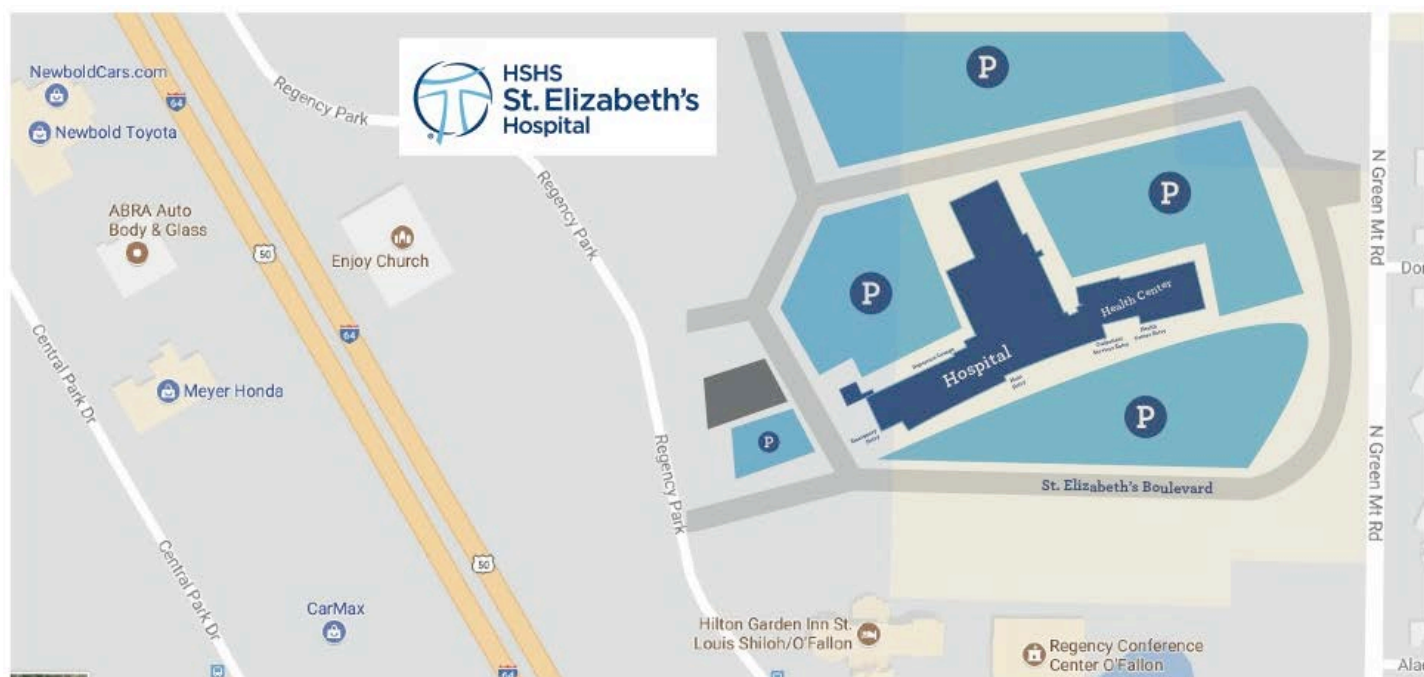
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LOCATION OF THE NEW HSHS ST. ELIZABETH'S HOSPITAL

Our new address is:

**One St. Elizabeth's Boulevard
O'Fallon, IL 62269**

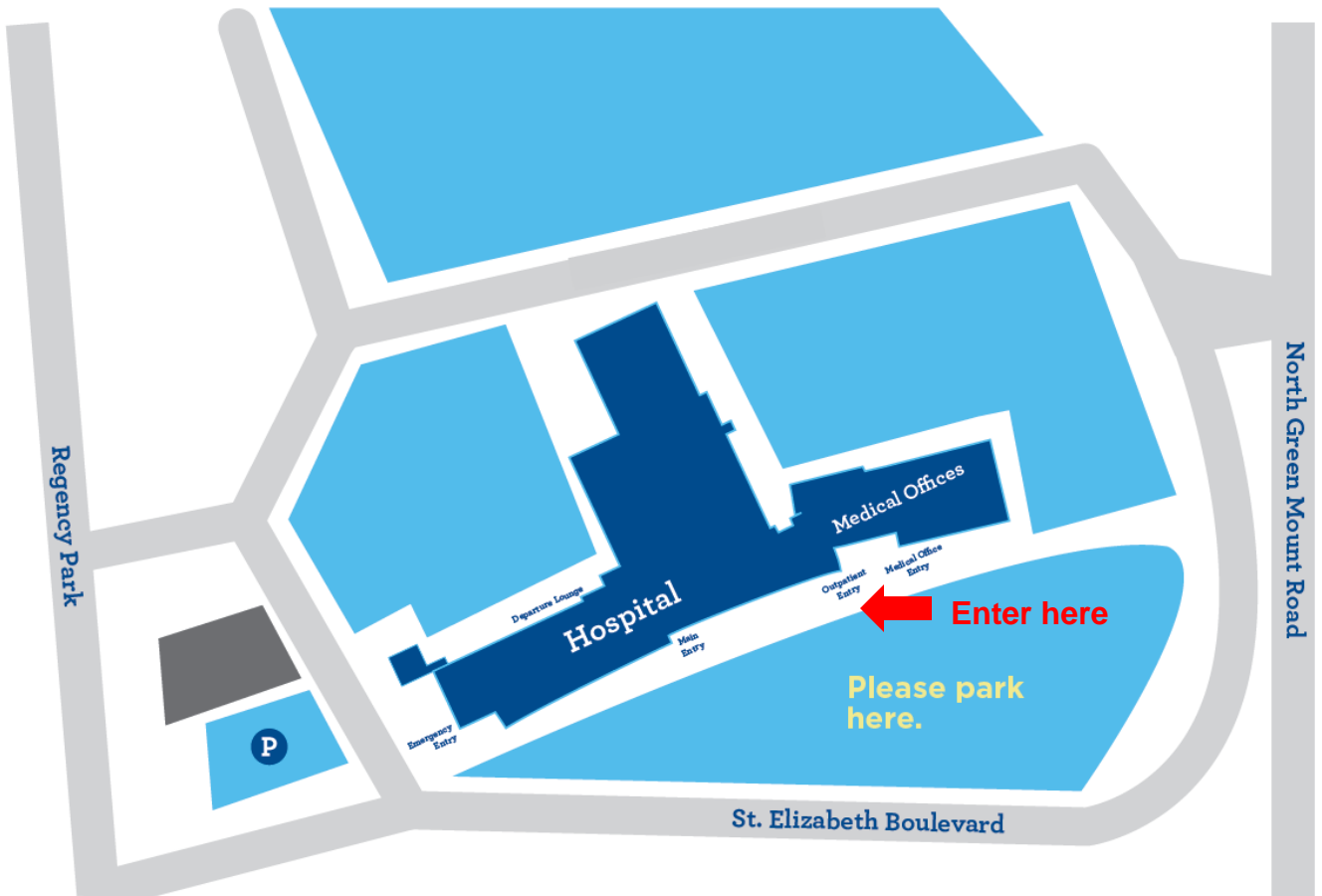
(additional Google search address 250 Regency Park, O'Fallon, IL)





WE'RE MOVING | SATURDAY, NOVEMBER 4

CAMPUS MAP



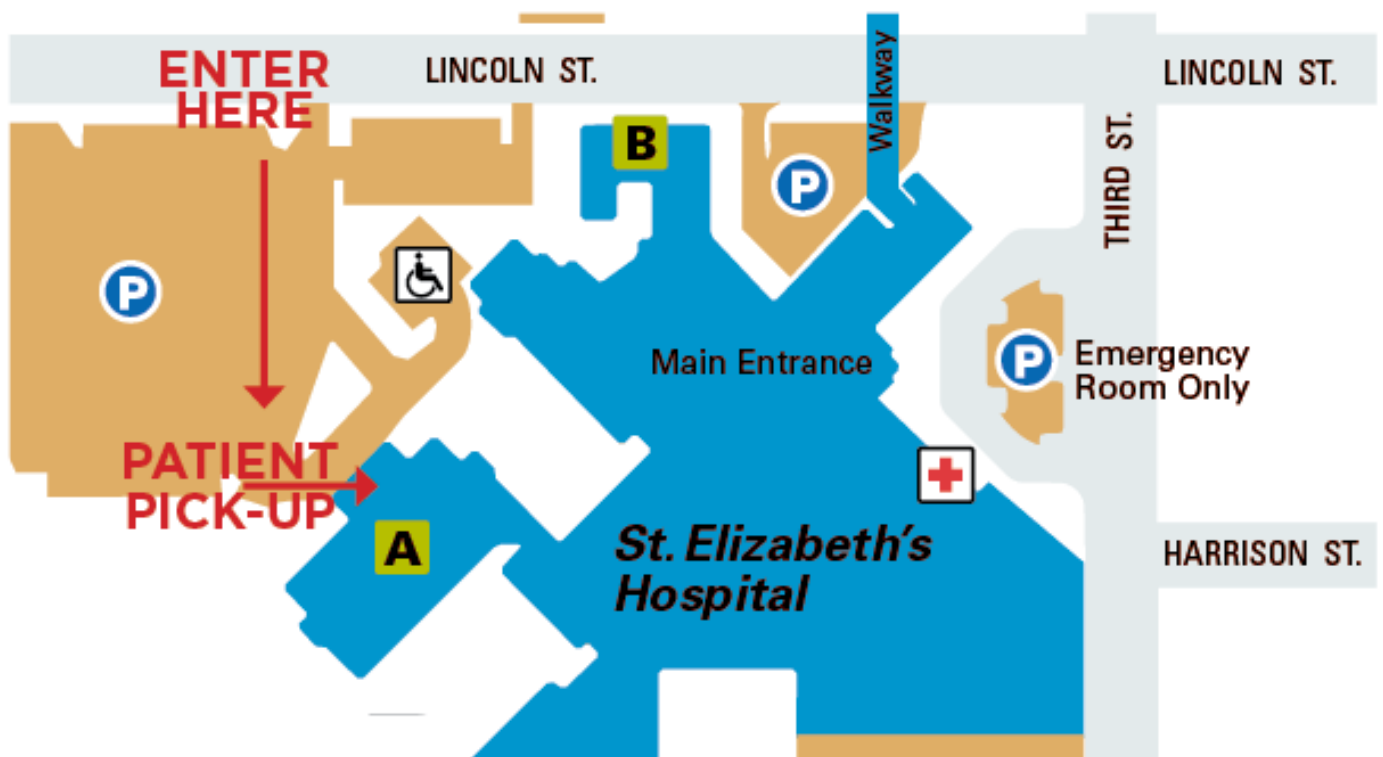
Upon arrival at the O'Fallon location, please **enter the building's "Outpatient" entrance**, noted above on the map, where staff will be available for further instruction.

- **You will need to provide the patient's full name and date of birth** for verification.
- You may be asked to remain in the designated area until we have confirmation that your loved one has been settled into the new room. At that time, staff will direct/escort you to the patient rooms.



DISCHARGE INSTRUCTIONS: PATIENT PICK-UP INFORMATION

IF YOU ARE GOING TO BE DISCHARGED from Belleville location on November 4, please instruct the person picking you up to arrive **NO LATER THAN 10AM** at the Prairie Heart Institute Building (the back of the hospital).
The address is 340 W. Lincoln Street.



Please let your nurse know if you have any questions or concern regarding your discharge.