

Project Management and Email Communications

Elena Tanner

Manager – Marketing | Saint Francis Healthcare System



Saint Francis
HEALTHCARE



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PROJECT MANAGEMENT

Monday.com

Workspace

Marketing Wo...

+ Add

Filters

Search

Dashboards

Major Service Lines

- Cancer Institute
- Neurosciences
- Heart Hospital
- Orthopedics**
- Women and Children's

Secondary Service Lines

- Emergency Services
- Fitness Plus | Wellness
- Gastroenterology
- Lab | Pharmacy
- Home Health Etc.
- Rehab
- Surgical Services
- Womancare | Imaging

Medical Partners

- North Medical Partners
- South Medical Partners
- Specialty Practices

ET

Orthopedics

Account Coordinator: Katie [See More](#)

Last seen **ET** Invite / 4 Board Power-Ups

Main Table | Timeline | +

Integrate Automate / 1

New Item Search Person Filter Sort Hide

Advanced Orthopedic Specialists

Item	Assigned ...	People	Status	Due Date	Timeline	Creation Log
AOS Ortho Patient Video - Hannah - Shoulder Replacement	KC		On Hold		-	Apr 28, 2021
Long-form Video Interviews - TBD	KC		In Progress		-	Nov 16, 2021
Ritter Patient Testimonial - Write	KC		Not Started	Oct 25	-	Sep 2
Ritter Patient Testimonial - Add to Web			On Hold	Oct 28	-	Sep 2
Ritter Patient Testimonial - Social Post			Not Started	Oct 28	-	Sep 2
+ Add Item						

Orthopedic Institute

Item	Assigned ...	People	Status	Due Date	Timeline	Creation Log
Ortho PSA Script to KRCU - Jeanette Lawson - December			Not Started	Nov 17	-	Jun 6
Ortho PSA Script to KRCU - Jeanette Lawson - February			Not Started	Jan 19, 2023	-	Jun 6
Ortho PSA Script to KRCU - Jeanette Lawson - April			Not Started	Mar 16, 2023	-	Jun 6
Ortho PSA Script to KRCU - Jeanette Lawson - June			Not Started	May 18, 2023	-	Jun 6
+ Add Item						

Help



My Work

? Help

Search



Hide done items



Customize

Next week / 98 items

		Board	Group	People	Date	Status
Cape Chamber First Friday Coffee Sponsor - 12/2/22 - Speaking Points/Slide Deck		Sponsorships Advertising	Sponsorships		Oct 31	Not Started
Social Post > October Blood Drive Results		Human Resources	Blood Drive		Oct 31	Not Started
Medical Minute - Julie Koppeis-McTearnen, APRN, FNP-BC - Social Media Post		North Medical Partners	Saint Francis Clinic...		Oct 31	Not Started
NICU Halloween Social Post - 10/31/22		Women and Children's	NICU		Oct 31	Not Started
November - Bon Bon's of Cape Girardeau and Le Lounge by Bon Bon's - Add to Web		Foundation	Share Days		Oct 31	Not Started
November - Bon Bon's of Cape Girardeau and Le Lounge by Bon Bon's - Texts		Foundation	Share Days		Oct 31	Not Started
Pediatric Health Fair - For Discussion		Women and Children's	Pediatrics		Oct 31	Not Started
F/up with Amanda Jenkins with Project Management		Special Projects	Gozio Health App		Oct 31	Not Started
Social Post > Scented Candle Day 11/1		Volunteer Auxiliary	Inspire Boutique		Oct 31	Not Started
Post - Learning and Development Partner		Human Resources	Recruitment		Oct 31	Not Started
Open Enrollment - SF Now		Human Resources	HR General		Oct 31	Not Started
Home Health and Hospice - Sponsored Content		Annual Report	Annual Report 2022		Oct 31	Not Started
Allison Vaugh Scholarship Testimonial - Work with Donna		Annual Report	Annual Report 2022		Oct 31	Not Started
Cookies with Santa - RSVP Web Form		Human Resources	Joy of Mission /Jo...		Oct 31	Not Started
CBISA Entries - Send Entries for Past Month (monthly, on the 1st)		Misc. Internal Communicat...	Website (Unrelated...		Nov 1	Not Started
OTC - Santa's Workshop - 12/2/22		Sponsorships Advertising	Sponsorships		Nov 1	Not Started
Inventory Campus - Main Level Maps		Wayfinding	Maps		Nov 1	Not Started
CBISA - Monthly Reporting - November		Marketing	Community Benefit		Nov 1	Not Started

Help

Emergency Department

Item	Assigned ...	Status	Due Date	Timeline	Creation Log
ER Video Tour - Set Filming Date with Red Letter	AE	On Hold	Mar 1, 2023	-	Jul 13
ER Video Tour - Send Script to Red Letter				-	Jul 13
ER Video Tour - Red Letter Production		Done		-	May 26
ER Video Tour - Website		Ordered			
ER Video Tour - Social Media Post					
+ Add Item					

Explore By App

twilio Typeform mailchimp zendesk Jira PagerDuty

Hospitalists

Item
+ Add Item

Trello Git Trello Outlook Outlook todoist bo GitLab strip HARVEST Eventb

New feature

When **person** is assigned, move **item** to **group** Add

Create Custom Automation

Supports subitems

Basic

+ person

When an item is created assign creator as **person**

Use template

≡ ≡

When **status** changes to **something** notify **someone**

Use template

🕒 🔔

When **date** arrives notify **someone**

Use template



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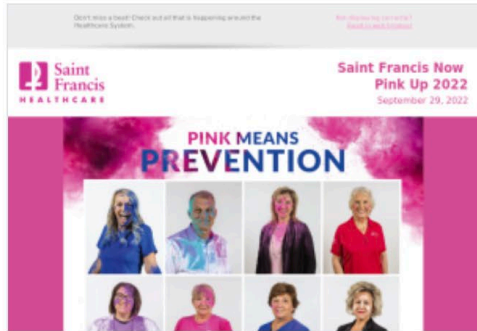
EMAIL COMMUNICATIONS

Poppulo

Communications Overview

Create New

Email Folder: Saint Francis Now



Saint Francis Now -- Vol. 63
26 Sep, 22

Saint Francis Now -- Vol. 63	Live	26 Sep, 22
Saint Francis Now -- Vol. 62	Live	2 Sep, 22
Saint Francis Now -- Vol. 61	Live	22 Jul, 22
Saint Francis Now -- Vol. 60	Live	29 Jun, 22
Saint Francis Now -- Vol. 59	Live	2 Jun, 22

[Results](#) | [More](#) | [Add Email](#)

Calendar

Central Time (Chicago)

October 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Sent Planned Scheduled

Email Folder: Medical Partner/Staff Updates



Medical Partner Updates	Live	24 Oct, 22
Provider Spotlight - Dr. Tobey	Live	12 Oct, 22
Critical Update - Boil Order	Live	4 Oct, 22
HCC Coding Alerts	Live	27 Sep, 22
You're Invited - White Coat Soiree	Live	26 Sep, 22

[Results](#) | [More](#) | [Add Email](#)

Quota Usage



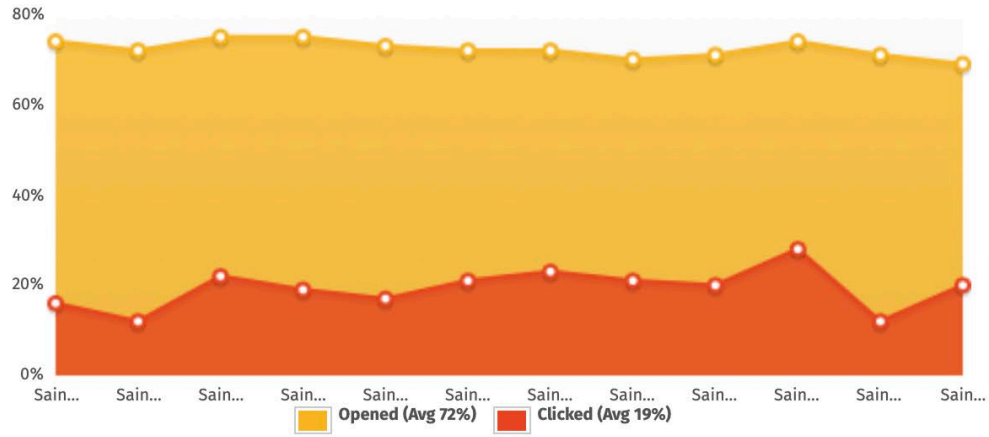
Recent Activity

Elena Tanner scheduled an Email Medical Partner Updates to

Email Performance - Issue by Issue ?



Last 3 6 12 Emails

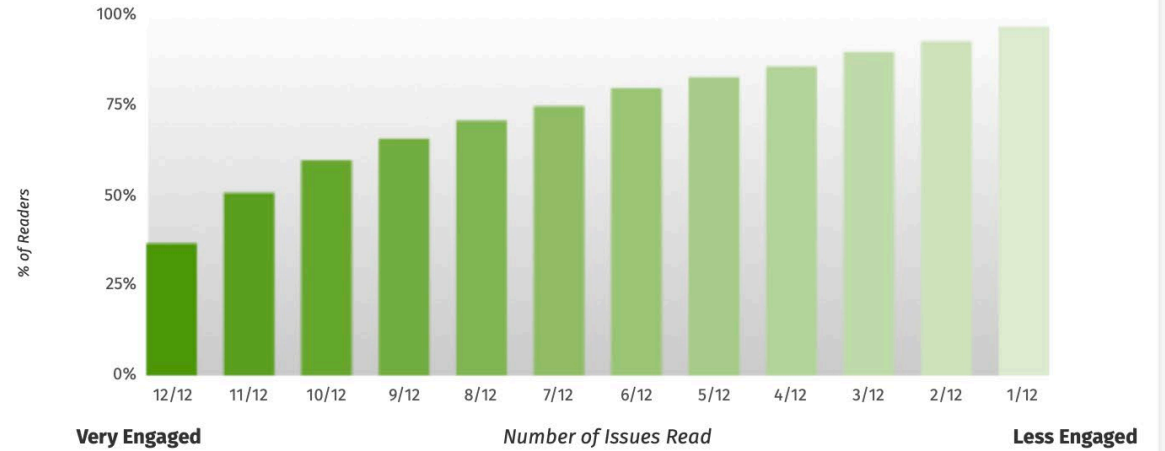


Email Engagement ?



General Core Readers

Last 3 6 12 Emails

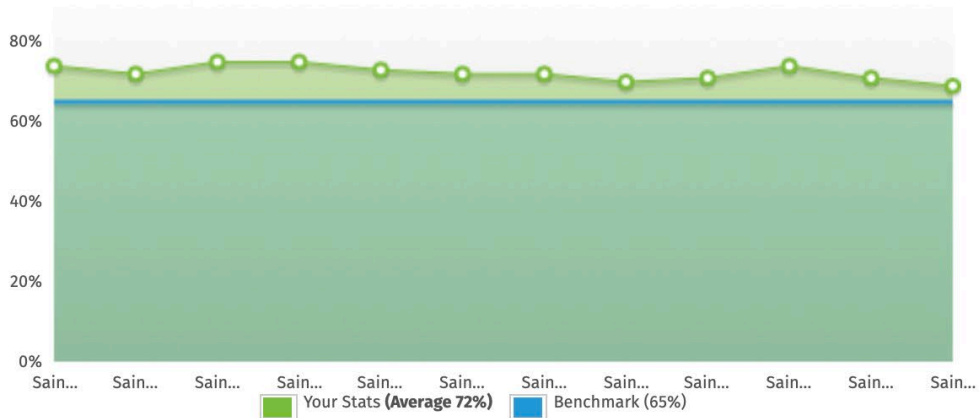


Internal Communications Email Benchmarks ?



Opens Clicks

Last 3 6 12 Emails



Time Spent Reading Email Content ?



Last 3 6 12 Emails





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QUESTIONS?