**University Health Services Department Goals for 2013-2014**

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|  | **Completion Deadline** |
| **Increase awareness of UHS services and new location** |  |
| 1. Develop new promotional ideas and materials for distribution at various University locations and events | Nov 2013 |
| 1. Update website to provide information about moving plans and available services | Nov 2013 |
| 1. After relocation is officially announced, develop and implement comprehensive plan for marketing location and services to University community | Develop Nov 2013  Implement Dec 2013 |
| **Continue to increase UHS efficiency** |  |
| 1. Collaborate with Facilities Management to relocate operations to new space | Jan 2014 |
| 1. Implement self-scheduling and self-check-in processes for patients | May 2014 |
| **Continue to increase UHS effectiveness** |  |
| 1. Identify and review all existing policies and procedures currently in variety of electronic and hard copy formats | Nov 2013 |
| 1. Create standardized format for developing and distributing policies and procedures | Nov 2013 |
| 1. Compile all policies and procedures into unified and centrally-located document | March 2014 |