

Your contact information is important to us... and yourself!



An integral part of our role in Human Resources is ensuring that your employee experience is a positive one. By having your current contact information, we can ensure that you receive important communications from the Hospital. These can include calls to offer an extra shift, to inform you of an emergency affecting Hospital services (i.e. fan out) or notices of important changes that you should be aware of.

You should update your personal information if:

- you have recently changed your name (professional registration should be completed first)
- you have recently moved or had a change of address and/or phone number
- you would like to update your emergency contact

When was the last time you reviewed your beneficiaries?

Your benefits should be part of your estate planning for your loved ones.

Healthcare of Ontario Pension Plan (HOOPP) reminds you of your beneficiary information every year on your Annual Statement or at your convenience through your HOOPP Connect portal.

If you are a regular full-time employee, you may be enrolled in Group Life Insurance, Accidental Death & Dismemberment and/or Voluntary Life Insurance. To update beneficiary data, a form must be signed in Human Resources.

The protection of your personal information is important to us. We recommend that you visit Human Resources to make the necessary changes or contact us at **TBRHSC. HumanResources@tbh.net** through Hospital email, not a personal email address. Be prepared to show your ID and/or answer verification questions to ensure your identity.



**Thunder Bay Regional
Health Sciences
Centre**