A cancer diagnosis is unsettling news, and many questions arise. It may be particularly challenging when you are managing work and home life. Indiana University (IU) cares about our employees and wants to provide support and resources in the workplace throughout diagnosis, treatment, and survivorship.

This guide is meant specifically for IU faculty and staff, and their family members on an IU medical plan who have a cancer diagnosis. In addition, this guide can be a resource for fellow colleagues, managers, and supervisors to create a caring and supportive work environment for cancer survivors.
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IU Human Resources & Benefits

The IU Human Resources team is available to walk you through IU benefits and policies step-by-step, and ensure that you are aware of all the resources and benefits available to you. Please contact askhr@iu.edu or call 812-856-1234 to request information or set up a meeting regarding any of the following information.

IU BENEFITS COVERAGE

Medical Coverage

All IU-sponsored medical plans provide coverage for the following services. Learn more at hr.iu.edu/benefits/health_care.html.

Preventive Screenings
Preventive care includes routine medical services for patients without symptoms. These services are covered at 100% when you visit in-network providers. Examples of preventive screenings are:

- **Breast cancer** for women aged 50 and over or as recommended by a provider for women aged 40 to 49 or women at higher risk
- **Cervical cancer** for women aged 21 to 65
- **Colorectal cancer** for adults aged 45 to 75
- **Lung cancer** for adults aged 50 to 80 at high risk for lung cancer because they are heavy smokers or have quit in the past 15 years
- **Prostate cancer** (PSA Test) for men aged 50 or older
- **Breast cancer** screenings can include physical exams, mammography screenings (2D and 3D), and BRCA testing (when there is a family history of increased risk).
- **Colorectal cancer** screenings (when not diagnostic in nature) can include the cost of bowel preparation medications (from in-network providers), a specialist consultation prior to the screening, anesthesia services (if applicable), polyp removal during the colonoscopy (if applicable), or any pathology exam of a polyp biopsy, if required.

Diagnostic Screening
Diagnostic screening includes testing to investigate symptoms or a possible abnormality found during a preventive screening. These tests are covered subject to standard cost-shares (deductible, coinsurance, and out-of-pocket maximum).

Cancer Care Case Managers
After a cancer diagnosis, it may be difficult to know what the next step is, or which treatment plan will work best for you. IU’s medical plan providers offer cancer care case managers that can act as a single point of contact for you and your care teams. They can support both your emotional and physical health; connect you and your loved ones to community resources; and answer questions about treatment, medication, side effects and plan benefits. Contact your plan’s customer service phone number on the back of your ID card to request a cancer care case managers.
Cancer Treatment
Treatment for a cancer diagnosis such as surgery, chemotherapy, and radiation therapy is covered subject to standard cost-shares (deductible, coinsurance, and out-of-pocket maximum).

Post Cancer Treatment
Certain medical supplies and services after cancer treatment such as wigs/toupees, or breast prosthesis, surgical bras, or breast reconstruction surgery following a mastectomy are covered subject to the standard cost-shares (deductible, coinsurance, and out-of-pocket maximum).

Long Term Disability (LTD)
If you’re enrolled in IU’s voluntary LTD plan, you may be eligible to claim benefits. Visit hr.iu.edu/benefits/ltd.html to learn more or to file a claim.

EMPLOYMENT RIGHTS & RESPONSIBILITIES
As an employee with, or caring for someone with, a serious health condition, certain federal laws include protections for job security and benefits.

FMLA (Family and Medical Leave Act of 1993)
hr.iu.edu/relations/fmla_index.html
FMLA provides up to 12 weeks of absence to eligible employees for certain family and medical reasons to help the employee balance work and family obligations while providing an element of job security during the leave. To qualify, the employee must have worked for the university in any capacity (staff, academic, part-time) for at least 12 months (does not have to be consecutive); and worked at least 1,250 actual work hours for the university in the year preceding the FMLA absence.

Employees can qualify for FMLA due to a serious health condition they are experiencing, or to provide care for their spouse, child under age 18, or parent who has a serious health condition, such as chemotherapy, multiple treatments, or hospitalization. Medical and dental benefits will be maintained during the leave as long as the employee intends to, and actually returns, to work. Employees on FMLA continue to be responsible for their share of premium costs for benefits.

For more information or to apply, consult with your department Human Resources representative.

Disability & Accommodations
accessibility.iu.edu/ada/index.html
When an employee has a qualified disability (as defined by the ADA) which limits their ability to perform the essential functions of their job, it is the policy of Indiana University to provide reasonable accommodation when necessary. Accommodations will vary on a case-by-case basis.

For more information, consult with your department Human Resources representative.
ADDITIONAL IU BENEFITS & SUPPORT SERVICES

These benefits and services are available, as needed, to provide additional support to you and your family when and how you may need it.

**SupportLinc Employee Assistance Program (EAP)**

☎️ 888-881-LINC (5462)  🌐 iu.mysupportportal.com

SupportLinc, IU’s EAP, is a confidential resource that provides 24/7 access to professional counseling and referrals. These services are provided at no cost to all employees and their household members. SupportLinc’s licensed counselors can provide short-term assistance with issues such as grief and loss, substance abuse, relationship problems, work-related pressures, stress and anxiety, and more. Eligible employees and household members have access to SupportLinc services at no cost, including (but not limited to):

- Unlimited 24/7/365 telephonic access to licensed counselors for in-the-moment support
- Up to six (6) face-to-face counseling sessions per presenting issue (in-person or virtual)
- Access to SupportLinc’s comprehensive technology suite including their web portal, video counseling platform, anonymous virtual support groups, text coaching, and mobile apps
- Expert referrals for local service providers including child and elder care, home repair, pet care, housing needs, and more
- Financial and legal planning support and consultations

When you call, a licensed mental health clinician will provide a full assessment, then recommend care options or refer you to local support groups or other helpful resources based on your specific needs.

**Care@Work by Care.com**

🌐 iu.care.com  ☎️ 855-781-1303 (option #4)

Care@Work offers child and adult care benefits through Care.com. The program provides eligible employees with the following benefits:

- **Premium Membership**—access the Care@Work web portal to find, book, and pay for
caregivers online for children, adults, pets, and your home; find backup care; and explore Care@Work’s extensive library of resources for parents and caregivers.

- **Senior Care Solutions**—personalized adult/senior care planning services.
- **Backup Care Services**—find last-minute child or adult care providers at a reduced cost when normal care arrangements are disrupted.
- **Care Discount Program**—access hundreds of discounts for services, day-to-day essentials, or major purchases through LifeMart

Accessing Care@Work benefits starts by creating an account at [iu.care.com](http://iu.care.com). When you are ready to use your Care@Work benefits, log in to your account or call 855-781-1303 (select option #4). Services are available nationally.

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**Healthy IU Cancer Risk Reduction & Treatment Resources**

[healthy.iu.edu/wellness-information/cancer-resources.html](http://healthy.iu.edu/wellness-information/cancer-resources.html)

No matter where you are on your journey, there are resources and support for you. Find cancer resources including screenings, clinical trials, quality treatment, IU policies, educational webinars, and fellow IU cancer survivor stories.

**IU Cancer Survivor Community (Microsoft Teams Group)**

[healthyu@indiana.edu](mailto:healthyu@indiana.edu)

This Teams group is intended to provide a supportive, compassionate, and caring environment for Indiana University employees who have experienced cancer to connect with each other. Any IU cancer survivor is welcome to join and share tools, resources, and support to others through their cancer journey. Contact [healthyu@indiana.edu](mailto:healthyu@indiana.edu) to request to join.

**IU Guides After Death of a Loved One**

**Guide for Faculty & Staff Employees After the Death of a Loved One**

[hr.iu.edu/pubs/books/Employee_Survivor_Guide.pdf](http://hr.iu.edu/pubs/books/Employee_Survivor_Guide.pdf)

The information in this guide is specifically for Indiana University employees who have lost a spouse, child, or beneficiary. It summarizes what to do to ensure your benefits are properly updated, explains where to get additional information, and how to obtain assistance.

**Guide to Survivor & Beneficiary Benefits**

[hr.iu.edu/pubs/books/Survivor_Beneficiary_Guide.pdf](http://hr.iu.edu/pubs/books/Survivor_Beneficiary_Guide.pdf)

The information provided in this guide is specifically for surviving family members and beneficiaries of Indiana University employees and Retirees. It summarizes benefits that may continue or transfer to survivors, and explains where to get additional information and how to obtain assistance.
Community Support Services & Groups

NATIONAL SUPPORT SERVICES & GROUPS

ACS Cancer Information & Support Line
☎ 800-227-2345  📜 www.cancer.org/about-us/what-we-do/providing-support.html
Cancer information, answers, and hope. Available every minute of every day, our cancer information specialists are here to help. Have questions about treatment options or potential side effects? Need a ride to chemo or a place to stay when treatment is far away? Even if you just need a friendly ear, we are here to help and can assist in more than 200 languages (via a language line) – 24 hours a day, 7 days a week.

ACS Cancer Survivor’s Network
✍ csn.cancer.org
Cancer Survivors Network is a vibrant community established by people just like you whose lives have been touched by cancer. We hope you will find strength and inspiration from our personal stories, discussions, and expressions of caring.

ACS Road to Recovery
✍ www.cancer.org/support-programs-and-services/road-to-recovery.html
The American Cancer Society Road to Recovery program provides transportation to and from treatment for people with cancer who do not have a ride or are unable to drive themselves.

ACS Hope Lodge
✍ www.cancer.org/treatment/support-programs-and-services/patient-lodging.html
Each Hope Lodge offers cancer patients 18 and older and their caregivers a free place to stay when their best hope for effective treatment may be in another city. Currently, there are more than 30 Hope Lodge locations throughout the United States.
CancerCare Online Support Group

www.cancercare.org/support_groups

Online support groups take place using a password-protected message board format (not live chat) and are led by professional oncology social workers who offer support and guidance. Groups are held for 15 weeks at a time, and group members must register to join. After completing the registration process (which can take up to 2-3 business days), members can participate by posting in the groups 24/7. Open to anyone in the United States, Puerto Rico and U.S. Territories.

Imerman Angels

imermanangels.org/get-support

Free one-on-one support through a unique matching process to partner you with a ‘Mentor Angel’ - a survivor who is your same age and gender who has also faced the same type of cancer.

Triage Cancer – Indiana Resources

triagecancer.org/cancer-resources-and-educational-information/indiana

Information specific to Indiana, including contact information for federal and state agencies, and some key information about laws and consumer protections.

NeedyMeds

www.needymeds.org

NeedyMeds is a national non-profit that connects people to programs that will help them afford their medications and other healthcare costs.

Mercy Medical Angels

www.mercymedical.org/request-assistance

Provides transportation for medical care on the ground with gas cards, bus and train tickets, and in the air with flights flown by volunteer pilots and the commercial airlines.
The Samfund
www.thesamfund.org
Provides support to young adults (21–39) who are struggling financially due to cancer, through direct monetary grants as well as free educational tools.

Camp Kesem - Indiana University Chapter
www.kesem.org/programs-services/camp-kesem
Free, week-long, overnight summer camp designed for children 6–18 years old who are impacted by a parent’s cancer.
LOCAL SUPPORT SERVICES & GROUPS
(ORGANIZED BY CAMPUS AND SURROUNDING AREAS)

IU East & Richmond Area

Reid Health

Reid Health Cancer Support Group

reidhealth.org/cancer-support-groups

Our Cancer Support Group is open to anyone whose life has been touched by cancer, including current and former patients and their loved ones.

Little Red Door

www.littlereddoor.org

Little Red Door provides a variety of free services, including transportation to treatment, nutritional supplements, medical supplies, complementary therapies, client navigation, and a camp for children with cancer. Services are targeted toward those who are low-income, uninsured or underinsured, and live in one of the following counties: Boone, Hamilton, Hancock, Hendricks, Johnson, Marion, Morgan, Shelby, Delaware, Blackford, Henry, Jay, Madison, or Randolph.

IUPUC & Columbus Area

The Cancer Center at Columbus Regional Health - Circle of Strength Support Group

jsparkman@crh.org  812-375-3326

Anyone who is battling cancer and survivors are welcome to unite with others, learn about coping tactics and explore ways to improve one’s quality of life during and after treatment. The group will also explore a variety of activities including art therapy and yoga.
Northwest Cancer Center

www.nwoncologyindiana.com/services

These classes are tailored specifically to caregivers. These classes are held by a social worker, who has also gone through a cancer diagnosis. She discusses what to expect and how to cope with some of the challenges caregivers face.

Cancer Resource Centre

www.myccrf.com/about-us/cancer-resource-centre

Our support groups, mind-body-spirit classes and educational offerings help patients deal with the complexities of cancer treatment and rise above the stresses and difficulties of this journey. All these services are provided at no charge to patients with cancer and their loved ones.

IU South Bend & South Bend Area

RiverBend Cancer Services

www.riverbendcancerservices.org

There are several different support groups that meet at various times throughout the month. For a listing of dates and times, please see our Wellness Program Guide or Wellness Program Calendar. Newcomers are always welcome.

Goshen Health Cancer Survivor Network

goshenhealth.com/about-us/goshen-cancer-survivor-network

Our network provides access to many valuable resources that are designed to help you navigate your way through life once you receive a diagnosis of cancer. Physical and emotional support including cancer buddies for new patients, educational programs, speaker events and social activities are just a few examples of the opportunities we provide that will help you face each day with strength and hope for a healthy future. These programs are not just for cancer patients, either. We understand how the disease also affects friends and family members so we encourage them to take advantage of our network, too.
To help guide you through every step along the way, we offer a wide range of supportive programs and services. Patient navigators, nutrition counseling, support groups, survivorship clinics, and the Wig Boutique.

When people with cancer come to Cancer Services, they are connected to a Client Advocate. The Advocate interacts not only with the cancer patient, but with the entire family, as well. He or she assesses and identifies the full range of needs for each family, and works with each client on an ongoing basis to assure that those needs continue to be met. Anyone living in Allen, Adams, DeKalb, Huntington, Kosciusko, LaGrange, Noble, Steuben, Wabash, Wells, or Whitley counties in Indiana who has been diagnosed with any type of cancer may use our programs and services.

Whether you are a patient or caregiver, we offer services beyond medical care. We offer an in-house oral pharmacy for patients’ convenience, and we are available to answer your questions and hear your concern.
Baptist Health Floyd Hospital - Cancer Patient Support Groups

www.baptisthealth.com/floyd/services/cancer-care/patient-services/support-groups

We offer several different support groups to meet your individual needs. They offer the expertise of trained professionals, people who have been through cancer diagnosis and treatment, and a warm, supportive atmosphere for talking about your concerns.

Baptist Health Cancer Support Groups – Louisville

www.baptisthealth.com/louisville/patients-and-visitors/community-classes-and-support-groups/support-groups

Several support groups, including Cancer and Restorative Exercises (CARE) program which is an exercise program with personal trainers who have expertise in working with people affected by cancer. Trainers will design an individualized exercise program for each participant.

Norton Healthcare Cancer Support Services – Louisville

nortonhealthcare.com/services-and-conditions/cancer-care/patient-resources/cancer-support

Art, massage, music, yoga, and nutrition therapies are available for cancer patients and their caregivers. Several support groups are available, including a parent and caregiver support dinner.
IU Health Bloomington Hospital - Olcott Center

IUhealth.org/find-locations/iu-health-olcott-center-iu-health-bloomington-hospital

The center provides genetic testing, nurse navigation/patient advocacy, and financial assistance in the form of gas cards to cancer patients diagnosed or treated in Monroe County. You do not need a referral to use our services other than for genetic testing.

Cancer Support Community South Central Indiana

cancersupportindy.org/programs/bloomington

The Cancer Support Community offers support groups, counseling, reiki, yoga, wigs, nutrition classes, library programs and other services. Attend one of our newcomer meetings to learn more. These services are for patients throughout the 11-county region including Monroe, Morgan, Owen, Brown, Orange, Greene, Daviess, Martin, Washington, Jackson, and Lawrence counties.

Indiana University Melvin and Bren Simon Comprehensive Cancer Center

www.cancer.iu.edu/research-trials/trials

Standard therapy does not help all cancer patients. Thus, researchers at IU Simon Comprehensive Cancer Center continue their search for new treatments and, hopefully, new cures. Today’s clinical trials are tomorrow’s standard therapies. Clinical trials may be an option for you.

Cancer Support Community of Central Indiana

cancersupportindy.org/programs

Our on-going professionally led weekly support groups are for people with cancer and their loved ones. To join a weekly support group a brief intake interview is required to assess and jointly determine which support group will best fit your needs. To schedule a time for an intake interview, please call 317-257-1505. Groups are located at west 71st Street, Franciscan St. Francis Health Cancer Center, Community Health (north, south, & east locations), Hendricks Regional Health, and Eskenazi Health.
Community Support Services & Groups

IU Health Cancer Care

IU Health Cancer Resource Center: The Cancer Resource Center offers cancer patients information and education to help navigate through their cancer journey. Our trained volunteers and staff can connect patients and families with community programs and support services. This is located on the first floor inside the IU Simon Comprehensive Cancer Center.

IU Health CompleteLife: The CompleteLife Program is a comprehensive therapy program that attends to the body, mind and spirit of the whole person. CompleteLife services are available for patients and families of IU Health Simon Cancer Center and IU Health University Hospital. For more information, email CompleteLife@iuhealth.org.

Community Health Network – Community Cancer Center South

A variety of support services including survivorship support.

Ascension St. Vincent

Ascension St. Vincent – Supportive Care & Survivorship Programs

Survivorship Programs for St. Vincent Cancer Care patients are led by creative, artistic, compassionate associates who focus on the individual needs of each cancer survivor. Our goal is to give our survivors a place to find a balance for the needs of mind, body and spirit. All St. Vincent adult cancer survivors are welcome to talk to our Cancer Care Survivorship Coordinator and participate in programs at any time during the cancer journey.
Little Red Door

www.littlereddoor.org

Little Red Door provides a variety of free services, including transportation to treatment, nutritional supplements, medical supplies, complementary therapies, client navigation, and a camp for children with cancer. Services are targeted toward those who are low-income, uninsured or underinsured, and live in one of the following counties: Boone, Hamilton, Hancock, Hendricks, Johnson, Marion, Morgan, Shelby, Delaware, Blackford, Henry, Jay, Madison, or Randolph.

IU Kokomo & Kokomo Area

Community Health Network – Community Oncology Center Kokomo

ecommunity.com/locations/community-oncology-center-kokomo

Support groups available for both patients and caregivers in addition to support services including nutrition counseling with a Registered Dietitian, social worker consults, tobacco cessation, transportation assistance.

Cancer Support Community Central Indiana – Community Howard Regional Health

www.cancersupportcommunity.org/location/community-health-network-kokomo

Provides resources, referrals, social connections and support programs.

Ascension

Ascension St. Vincent Cancer Center

healthcare.ascension.org/locations/indiana/ineva/kokomo-ascension-st-vincent-kokomo-cancer-center

Our doctors, nurses and professional staff share a commitment to compassionate care, with respect for the concerns of patients and their families. Our patient navigators assist, educate and support our patients and families. They help explain our many Cancer services and help give you resources that support ongoing cancer survivorship.
Cancer Pathways Midwest (formerly Gilda’s Club Evansville)

Cancerpathwaysmidwest.org/support

We offer a variety of emotional support options for those diagnosed with any type of cancer, their caregivers, family, friends and anyone living with the loss of a loved one.

Touch, Inc.

Touchindiana.org

TOUCH provides non-medical financial assistance for cancer patients meeting certain financial criteria. The areas served by TOUCH are those residents of Vanderburgh and Warrick counties in Indiana.

Ascension

Ascension St Vincent Evansville Cancer Care Center

Healthcare.ascension.org/locations/indiana/ineva/newburgh-ascension-medical-group-st-vincent-evansville-cancer-care

Our doctors, nurses and professional staff share a commitment to compassionate care, with respect for the concerns of patients and their families. Our patient navigators assist, educate and support our patients and families. They help explain our many Cancer services and help give you resources that support ongoing cancer survivorship.
Survivorship Cancer Care Plans

A survivorship care plan is a record of your cancer and treatment history, as well as any checkups or follow-up tests you need in the future. It may also list possible long-term effects of your treatments, and ideas for staying healthy.

American Cancer Society Survivorship Care Plans


After active treatment for cancer ends, it is helpful to keep a record of the cancer treatments you received and the follow-up care plan recommended by your doctor. The American Society of Clinical Oncology developed two forms that can help you keep track of this important information so it can be easily shared with health care providers who care for you throughout your lifetime.

- **ASCO Cancer Treatment Plan:** organizes basic information about your cancer care history. This includes treatments you received, medication doses, surgeries, and any additional treatment that was given.

- **ASCO Survivorship Care Plan:** organizes information about your recommended follow-up care plan. This includes how often you should have check-ups, the types of tests you will need, and the potential long-term late effects of the cancer treatments you received. It also provides suggestions for healthy living.

Follow the link above for more information and to download these forms.

National Cancer Institute – Cancer Survivor Follow Up Medical Care, Questions to Ask Your Doctor

www.cancer.gov/about-cancer/coping/survivorship/follow-up-care

Your follow-up care plan, along with a summary of your cancer treatment, is part of what is called a survivorship care plan. This plan will have all the details that you and your doctor should discuss to ensure that you get regular care after your treatment ends. Visit the link above to for:

- Getting a Follow-Up Care Plan
- Common Questions After Treatment Ends
- Your Follow-Up Care Schedule
- What to Tell Your Doctor during Follow-Up Visits
- Your Treatment Summary
- Guidelines for Follow-Up Care
- Guidelines for Healthy Lifestyle
- Research in Follow-Up Care
Cancer and the Workplace

Finding out you have cancer can bring many emotions and changes for you and your loved ones. As you navigate your diagnosis and treatment, you may also wonder how cancer could impact your work. Some people with cancer can continue to work during treatment, while others cannot. Check out the resources below to learn tips on make an action plan for work, how to share the news, and your rights as an employee with cancer.

Cancer+Careers

[www.cancerandcareers.org/en](http://www.cancerandcareers.org/en)

Cancer and Careers empowers and educates people with cancer to thrive in their workplace, by providing expert advice, interactive tools and educational events to help you think through next steps after a diagnosis, including things that may not have crossed your mind.

Resources for Employees with Cancer

For some, work life doesn’t stop after a cancer diagnosis. It’s important to know your rights if you want to continue working during your cancer treatment.

- [Know Your Rights](http://www.cancerandcareers.org/en) (CancerCare®)
- [Returning to Work After Cancer](http://cancer.net) (Cancer.net – American Society of Clinical Oncology)
- [Returning to Work Resources](http://cancerandcareers.org/en) (Cancer+Careers)
- [Young Adults: Returning to Work After Cancer](http://cancer.net) (Cancer.net)
- [Going to Work During and After Cancer](http://cancer.net) (Cancer.net)
- [Cancer Survivorship: Practical and Trusted Information to Manage Life After Treatment](http://cancer.net) (Cancer.net)
- [How to Counteract “Chemo Brain” at Work](http://cancerandcareers.org/en) (Cancer+Careers)

Resources for Managers and Supervisors – How to Help a Colleague with Cancer

It’s important for managers and supervisors to help employees balance their cancer treatment and recovery with work. Here are some resources to help:

- [Workplace Transitions for People Touched by Cancer](http://cancerandcareers.org/en) (Cancer+Careers)
- [Workplace Transitions: A Step-by-Step Guide on Supporting Employees Touched by Cancer](http://workplacetranstions.com) (WorkplaceTransitions.com)
- [Supporting Colleagues in the Workplace and Beyond](http://cancerandcareers.org/en) (Cancer+Careers)
- [Helping a Colleague Cope with Cancer in the Workplace](http://cancer.net) (CancerCare®)
- [Cancer in the Workplace: Co-Worker Tip Sheet](http://cancer.net) (American Cancer Society) caregivers, family,
Advocacy

American Cancer Society – Cancer Action Network

www.fightcancer.org

Influencing change and impacting the future of cancer - from gaining dramatic increases in funding for cancer research to ensuring all Americans have access to cancer care, our work is saving lives and leading to new innovative breakthroughs in how to fight this disease.

Patient Advocate Foundation

www.patientadvocate.org

A nonprofit organization providing information on safeguarding patients’ rights to ensure their access to healthcare, maintenance of employment, and financial stability.