

# OURERC A LOCAL BUSINESS NEWSLETTER

*Powered by Employer's Resources of Colorado*

## 2018 W-2s NOW AVAILABLE

W-2s have been mailed out and are available electronically. If you have not received your W-2 by February 20th, please contact ERC to see if it has been returned. To retrieve your W-2 from the SOLV website, follow this link and sign in using your email address and password [eW2online.w2copy.net](https://www.solv.com/erc/w2copy).

There is a \$25 fee for ERC to re-print your W-2; SOLV/W-2 Copy charges \$12.95.

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**LOVE IS IN THE AIR... WITH DUTCH BROS COFFEE! THEY WILL BE DONATING \$1.00 FROM EVERY SALE ON FEBRUARY 14TH TO THE RONALD MCDONALD HOUSE. GET YOUR CAFFEINE FIX AND SUPPORT A GOOD CAUSE!**



**IF YOU OR YOUR EMPLOYEES ARE UTILIZING A KAISER PERMANENTE PPO INSURANCE PLAN OUTSIDE THE STATE OF COLORADO, SOME PROVIDERS MAY BE UNFAMILIAR WITH THE COVERAGE AREA AND AUTOMATICALLY ASSUME THEY DON'T ACCEPT THE INSURANCE. HERE ARE A FEW WAYS TO HELP PREVENT THIS MISUNDERSTANDING:**

1. Call ERC or the KP Resource Team ahead of time to confirm if a provider is in-network
2. When talking to the provider, tell them you have coverage through 'PHCS' instead of 'Kaiser Permanente'
3. Familiarize yourself with your insurance benefits (co-pays, deductibles, etc.) so you don't get overcharged

## KAISER PERMANENTE PUEBLO FACILITY ADDITION

**ON JANUARY 29TH, KAISER PERMANENTE HELD A RIBBON CUTTING CEREMONY FOR THEIR NEW OFFICE IN PUEBLO.**

The pharmacy and appointments are scheduled to be available starting Tuesday, February 5th.

**Departments and specialties include:**

- Laboratory
- Medical Imaging
- Pharmacy
- Primary Care

**Acero Medical Office Building**  
2625 West Pueblo Boulevard  
Pueblo, CO 81004 | (719) 595-5755  
Monday—Friday, 9am to 5:30pm

<https://healthy.kaiserpermanente.org>



## PREVENTIVE VS DIAGNOSTIC CARE

**Knowing the difference between preventive and diagnostic care is an important responsibility for all of us, but with all the medical jargon out there it can get confusing.**

### WHAT IS PREVENTIVE CARE?

Preventive care focuses on evaluating your current health, concentrates on disease prevention, and is a great way to help you stay healthy. It's part of your routine physical care such as checkups, annual wellness visits, some immunizations, and preventive screens. Preventive care visits are no-cost for Kaiser Permanente members.

### WHAT IS DIAGNOSTIC CARE?

Diagnostic care involves treating or investigating a health issue. It may include treatment for specific symptoms, risk factors, ongoing care, and labs or other tests needed to manage or treat a medical issue or health condition. Copayment, coinsurance, and deductibles may apply to diagnostic services.

It is important to understand the difference between the two types of care because during the same health care visit, you may receive both preventive and diagnostic services.

If your doctor recommends a test or treatment, feel free to ask if there will be an added charge. If you have received care and feel as though you have been charged for preventive care services, please provide your EOB (Explanation of Benefits) to Sarah Russell at the ERC Benefits Department or contact the Kaiser Permanente Resource Team.

*If you would like more information on preventive and diagnostic services, please visit the Kaiser Permanente website at: <https://wa-health.kaiserpermanente.org/difference-between-preventive-and-diagnostic-care/>*



### KAISER PERMANENTE RESOURCE TEAM INFORMATION

Regardless of where you are located, Kaiser Permanente has a team prepared to answer your questions.

**Denver/Boulder Areas**  
(303) 338-4545/711

**Southern Colorado/Out  
of State Areas**  
(719) 867-2170

KPSoco\_ResourceTeam@  
kp.org

## COMBATting ILLNESSES AT WORK

**Illnesses seem to be running rampant this season and many employers are not prepared for the number of employees who may be out sick for days at a time. Here are a few tips from OSHA to help protect yourself and your employees this cold and flu season:**

- Get vaccinated
- Stay home if you are sick
- Wash your hands frequently with soap and water; use an alcohol based hand sanitizer if soap and water are not available
- Avoid touching your nose, mouth, and eyes
- Cover your coughs and sneezes; throw tissues into a 'no-touch' wastebasket
- Try not to use a coworker's phone, desk, office, computer, or other work tools and equipment
- Avoid shaking hands or coming in close contact with coworkers and others who may be ill
- Stay in shape; eat a healthy diet, get plenty of rest, exercise, and relaxation

**Source:** [https://www.osha.gov/dts/guidance/flu/protectyourself\\_nonhealthcare.html](https://www.osha.gov/dts/guidance/flu/protectyourself_nonhealthcare.html)



# SEXUAL VS NON-SEXUAL HARASSMENT

What is considered sexual harassment at work? How does it differ from non-sexual harassment? Sexual harassment in the workplace is a form of discrimination that includes any uninvited comments, conduct, or behavior regarding sex, gender, or sexual orientation.

All employees—of any position, from management to entry-level—should be aware of what qualifies as workplace harassment and [avoid these behaviors or report them if they occur](#).

## SEXUAL VS. NON-SEXUAL HARASSMENT

Even though it's the type of harassment that is most often reported, harassment in the workplace and in hiring isn't limited to sexual harassment. Other actions regarding religion, race, age, gender, or skin color, for example, can also be considered harassment if they interfere with the employee's success or conjure a hostile work environment.

## SEXUAL HARASSMENT IN THE WORKPLACE

It doesn't matter who makes the offense. It could be a manager, co-worker, or even a non-employee like a client, contractor, or vendor. If the person's conduct creates a hostile work environment or interrupts an employee's success, it is considered unlawful sexual harassment.

**IMPORTANT:** Sexual harassment isn't limited to making inappropriate advances. In fact, sexual harassment includes any unwelcome verbal or physical behavior that creates a [hostile work environment](#).

## NON-SEXUAL HARASSMENT IN THE WORKPLACE

Behavior such as making racist or negative comments can also be construed as workplace harassment. Offensive gestures, drawings, or clothing also constitute harassment.

## Examples of Sexual and Non-Sexual Harassment

### Sexual Harassment in the Workplace

- Sharing sexually inappropriate images or videos
- Sending suggestive letters, notes, or e-mails
- Making inappropriate sexual gestures
- Inappropriate touching



### Non-Sexual Harassment in the Workplace

- Using racist slang, phrases or nicknames
- Making negative comments about an employee's religious beliefs
- Sharing inappropriate images, videos, emails, letters, or notes
- Wearing clothing that could be offensive to a particular ethnic group



To read the full article from "The Balance Careers" by Alison Doyle, check out this link:

<https://www.thebalancecareers.com/examples-of-sexual-and-non-sexual-harassment-2060884>

## IMMEDIATE INJURY STEPS

These are immediate actions that must be taken following a reported accident or injury:

1. Ensure everyone is safe from additional injury.
2. Secure the scene and make sure it is safe.
3. Take care of the injured person; provide first aid if qualified.
4. If the injury is possibly serious, call 911 immediately.
5. Contact Bill Castrey, Safety Director at ERC, as soon as possible. Office: (719) 448-9009; After-hours Cell (719) 459-2701; email: wcastrey@erccolorado.com. The cell phone can receive text messages.
6. If the injury was not urgent requiring transport to an emergency room, give the injured worker the form, **“Letter to Injured Worker”** on the ERC website. By law, the injured employee will pick one of the approved medical providers from the list to be taken to. The supervisor and injured worker should sign it; send the original copy with the injured employee and provide a copy to ERC.
7. Fill out, sign, and give the employee the form, **“Authorization to Treat”** from the ERC website and have them take it to the clinic of their choice that is in the **“Letter to Injured Worker.”**
8. Fill out a **“First Report of Injury”** form that is found on the ERC website; this serves as documentation of the incident. **Email the completed form to wcastrey@erccolorado.com, or fax it to (719) 448-9010 within 24 hours of injury.** This form is used to report the incident to the workers’ compensation carrier to ensure the employee’s injuries, doctor visits, and prescriptions are handled.

## SWIPECLOCK UPGRADES

Swipeclock recently released a new employee portal and mobile app. With a sleeker design and more user-friendly features, they are now available for use. If you’d like to see the upgraded features let us know! We’d love to give you a short demo and determine if the updates would be a good fit for your employees. There is no cost for the upgrade and no requirement to start using it.

Swipeclock integrates seamlessly with our internal payroll software and eliminates the need for paper time cards, spreadsheets, or manual time entry.

If you’re not currently using Swipeclock for timekeeping and/or scheduling and would be interested in learning more, contact our Client Liaison, Brandy Doggett, for information and details.

