

Index Information

Total Documents: 116

Document 1: 4805ee0a-f461-4912-ac9d-396408e000f9

HOW TO BATCH PRINT PAY STUBS

Step 1: Under the My Payroll Section, you will click on "View Pay Stubs".

Step 2: Next, you will see all pay stubs grouped by Calendar Year. You will go to the year you need and click the box next to each pay you need. Click the Print Pay Stub icon to display the stubs.

Step 3: The stubs will appear and you can then click on the Export as PDF button to proceed with printing. If you need pays from multiple years, repeat steps 2-4 for each year.

Document 2: 269a71b4-bd1b-44fd-aac5-ec83460b17fb

Madison County Government Biometric Information Security Policy

1. PURPOSE

1.1. This Biometric Information and Security Policy ("Policy") defines Madison County Government (MCG) policy and procedures for collection, use, safeguarding, storage, retention, and destruction of biometric data collected by MCG.

1.2. MCG uses biometric identification systems for employee timekeeping with regard to payroll. MCG collects, stores, and uses employee biometric data for the purpose of giving employees access to MCG facilities.

Document 3: 2e1a11d0-101d-46e8-b5b0-252f948501cd

When an employee uses a biometric data identification system, they are identified by their Personal Identification Number (PIN) and a person code. The biometric data cannot be regenerated from the digital data.

5.4. MCG will store, transmit, and protect biometric data using the same standard of care and security as it provides for other confidential and sensitive information in its possession. No MCG employee will have direct access to biometric data.

5.5. MCG will delete from its systems the biometric data of former emp...

Document 4: dd17c2fa-67bd-4144-b275-759c157c8b6b

Employee Punch Change Request

There will be a few scenarios when an employee's time is not correct in the system. When this occurs, it is the responsibility of the employee to make this change. Below are some of the possible scenarios:

- Missed Clock in/out
- Late Clock in/out
- Early Clock in
- Power or computer issues
- Paycom login issues (forgot password or username)
- Shift began at a different location (Meeting in different facility, or at a conference)
- Change overtime to...

Document 5: e108f986-49e4-45d3-8dc9-223db1ab4cb7

Associate Handbook

July 2023 Version

Welcome!

You have just joined a dedicated organization. We hope that your employment with MD Billing will be rewarding and challenging. We take pride in our associates as well as in the care and services we provide.

Please take the time now to read this handbook carefully. Sign the acknowledgment to show that you have read, understand, and agree to the contents of this handbook, which sets out the basic r...

Document 6: 6f226f10-19aa-4c70-a525-5fea67cf37f6

MD Billing retains the right to change these policies and benefits at any time, without advance notice, as it deems appropriate.

I understand MD Billing has a separate and distinct Code of Business Conduct. I am responsible for familiarizing myself with the additional policies and guidelines found in the Code of Business Conduct.

I understand that I have the right to terminate my employment at any time, for any reason with or without advance notice, and that MD Billing has a similar ri...

Document 7: 81db333a-e8a9-4ec5-b6ef-0ff10f829f39

Your supervisor will give you your daily work instructions, performance reviews, recommend pay increases, and recommend hiring and termination. Your supervisor is also responsible for worksite safety, discipline, and may issue warnings to correct behavior and safety issues. Your supervisor may also assist with accident investigations. Supervisors are responsible for safety in their respective work areas. This includes safety training, safety equipment, enforcing safety procedures, and providing...

Document 8: 352f526d-2d6d-42de-91c2-94190fad99e5

Only the Chief Executive Officer has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Chief Executive Officer.

Disability Accommodation

MD Billing complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act (PDA), and the Equal Employment Opportunity Act (EEOA).

and all applicable state and local fair employment practices laws and is committed to providing employment opportunities...

Document 9: 469f1b94-88b1-4196-8eae-39b39ed1af35

Associates may request accommodation when their religious beliefs cause a deviation from M dress code, schedule, basic job duties, or other aspects of employment. The Company will co the request but reserves the right to offer its own accommodation to the extent permitted by la but not all, of the factors that the Company will consider are cost, the effect that accommodat have on current established policies and the burden on operations, including other associ...

Document 10: 08b50b63-d792-437a-bb5e-b3a1cc0240a9

All forms of harassment of, or by, associates, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, an verbal or physical conduct of a sexual nature when (1) submission to such conduct is made e explicitly or implicitly as a term or condition of an individual's employment (2) submission to, c rejection of such conduct by an indivi...

Document 11: a654d7cd-8c54-447f-a6fc-2078d560e8fc

As necessary, the Company may monitor any incident of harassment or discrimination to assure inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to no retaliation for making a complaint or cooperating with an investigation.

Policy Against Violence

As the safety and security of our associates, vendors, contractors, and the general public is in interests of MD Billing, we are committed to working with our associates to provide a w...

Document 12: 4bcb6945-bdbd-4104-a587-0cc490058fd4

If the problem is not resolved during this meeting, the human resources department will give the associate a written resolution seven (7) business days from the day the meeting of all related parties is held. If the associate is satisfied, the associate may proceed to Step 2.

Step 2: If the associate is not satisfied after Step 1, the associate may submit a written request for review of the complaint and Step 2 solution to the Chief Operating Officer (COO) or designee.

...

Document 13: 10e29a56-8ebe-44de-bc2d-4d1287ab6482

Exempt Associates

If you are classified as an exempt associate at the time of your hiring, you are not eligible for overtime pay as otherwise required by federal, state, or local laws. If you have a question regarding whether you are an exempt or non-exempt associate, contact your supervisor for clarification.

Outside Employment

Outside employment that creates a conflict of interest or affects the quality or value of your work or performance or availability at the Company is prohibited. This policy applies to all associates.

Document 14: 170f6112-8be1-4971-8411-e1e6194ae92d

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Compensation and Benefits

Benefit Policies

Health Insurance

The Company provides its regular full-time associates who have completed 60 days of employment with health insurance availability. Associates have the option of dependent coverage at their own expense.

Medical plan benefits for eligible associates and their dependents are described in detail in the Summary Plan Description (SPD) that is available to all eligible associates. These benefits may be canceled or changed at any time.

Document 15: 252b94bf-1109-4b4a-886c-b7381932b854

MD Billing provides matching funds of 100% of the first three (3) percent of salary contribution and 50% of the second two (2) percent of salary contribution. Participants must be 21 years of age or older. As with your insurance benefits, please refer to your Summary Plan Description (SPD) provided by the benefits administrator for specific details. Should you have any other questions about pension or profit-sharing rights, please consult with the benefits administrator. This benefit, as well as other benefits, are subject to change without notice.

Document 16: 3a0a50e3-47bd-4814-b316-a9d443b70193

forms will be maintained separately from personnel files and retained according to the U.S. Citizenship and Immigration Services (USCIS) retention requirements: I-9 forms should be retained for three years after the date of hire or one year after the date employment ends ---- whichever is later. Current associates should always have a Form I-9 on file.

Clinical Associate Evaluations and Assessments

All eligible associates are required to complete their 90-day clinical skills competency c...

Document 17: ffa5f9b3-e264-43bb-8c52-305998f8b5eb

However, such associates will continue to receive Company benefits for which they are eligible.

The company will use its best efforts to match each position with the talent most suitable for the position. As a result, an associate could be transferred to a new position to ensure the best fit possible for the associate and Company needs.

In accordance with our company policies, we will not tolerate promotions based on subjective criteria unsupported by performance evaluations, discrimination...

Document 18: 077a2814-0b02-4189-9860-25079f6522d2

- Associates should clock in and out the same as a normal shift.
- Holiday differential will be paid for time worked from 12 a.m. to 11:59 p.m. on the actual holiday. The differential is automatically calculated through the timekeeping system.

Work Schedules

All work schedules will be determined by your immediate supervisor.

Time Keeping

Federal and state laws require us to keep accurate records of hours worked by non-exempt (hourly) associates. You should clock in no more than ...

Document 19: 07709f44-2bff-4b8e-8216-8147d6877002

Overtime Authorization for Non-exempt Associates

If you are a non-exempt associate, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your supervisor.

At certain times, the Company may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including termination.

Document 20: aa663cb5-263b-4685-b407-c0ac8b74bc62

MD Billing pays non-exempt associates for travel time in accordance with the Fair Labor Standards Act (FLSA). For purposes of this policy, the regular workday is 8:00 – 5:00 (Monday – Friday).

Home to Work Travel

An associate who travels from home before the regular workday and returns to his or her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.

Home to Work on a Special One Day Assignment in Another City

An associate who regularly works in another city...

Document 21: 45691615-5087-41c6-87cd-d80534d864e5

Travel between the

associate's home and primary office is not considered to be business travel. Associates are not authorized to use personal vehicles for business travel without authorization. Associates will not be reimbursed for vehicle use at the current company rate. An executive officer must authorize any deviation from this policy.

Travel to a temporary location within a metro area (50-mile radius from home site) will not be eligible for mileage reimbursement except in cases where the...

Document 22: e1e5cb85-d4bb-4f03-8720-56c7bbc7c62d

If any associate uses a company credit card for personal purchases in violation of this policy, the amount of such purchase(s) will be considered an advance of future wages payable to that associate and will be recovered in full from the associate's next paycheck; any balance remaining will be deducted from subsequent paychecks until the wage advance is fully repaid. Such deductions may not be made if the associate's pay would fall below minimum wage for the pay period(s) in question. If an associate u...

Document 23: ab7d87b0-6c2a-4b37-9aca-62c084fe7775

Direct Deposit

We encourage all associates to enroll in direct deposit. If you would like to take advantage of direct deposit, associates may enter direct deposit information in the online payroll system. Typically, the bank will begin the direct deposit of your payroll immediately after you submit your completed information. If you have selected the direct deposit payroll service, a written explanation of your deductions can be printed from the online payroll system.

If you wish to de...

Document 24: cb89d0f5-9a53-4997-a436-cf02e63536e1

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An associate who must call in the day of their shift must do so a minimum of two hours prior to the start of their shift. With exception of extenuating circumstances, do not contact your supervisor between the hours of ten o'clock pm and five o'clock am. Associates should call in to their supervisor and leave a message for the Human Resources department as a backup.

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An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

-

Associat...

Document 25: e55b56f6-9626-4e01-87c4-b6bfb1d951e8

PTO is added to the associate's PTO bank when the semi-monthly paycheck is issued. PTO taken will be subtracted from the associate's accrued time bank in one-hour increments. Only full-time associates are eligible for PTO accrual.

Eligibility to accrue PTO is contingent on the associate either working or utilizing accrued PTO during the entire semi-monthly pay period. PTO accruals are adjusted down proportionally for pay periods during which unpaid leave, including disciplinary leave, short- ...

Document 26: d23a94a7-a0c7-4038-bb02-3da8ead58ea6

PTO is accrued based on full-time pay periods worked, without regard for overtime hours worked.

Years of Service:

-

0-1 years: Up to 128 PTO hours accruable per year, earned at an hourly rate of 0.0615 PTO hours per hour worked

-

1-3 years: Up to 168 PTO hours accruable per year, earned at an hourly rate of 0.0807 PTO hours per hour worked

-

4+ years: Up to 208 PTO hours accruable per year, earned at a rate of 0.1 PTO hours per hour worked

Salary associates who take a full da...

Document 27: 8b219a69-7b13-48d8-a2d6-200fc7f1e20e

If no PTO is available, MD Billing may deduct the Associate's salary accordingly.

-

Deductions may be made from an exempt Associate's compensation to account for absences full day increments only if the Associate has exhausted his or her PTO allowance.

-

These procedures assume the exempt Associate works a regular shift of five days per week. Associate works any other schedule, the amount of PTO required for half day absences should equal one-half the Associate's regular s...

Document 28: ef5a6268-d5a8-4dc2-9a53-243bb8d03c1c

Associates who give notice of employment termination must work without utilizing PTO during the entirety of the notice period.

Rehires

If an associate separates from employment and is rehired within 30 days, the associate's previous hire will be used for purposes of PTO determination.

Other Time Off

These guidelines do not cover all absences. An Associate may also be eligible for jury duty leave, bereavement leave, unpaid Family Medical Leave Act leave, Short or Long- Term Disability leave.

Document 29: 81415367-8eb7-4826-9ea4-bcc8df59b0ea

Associates may be required to provide documentation with regard to their bereavement leave.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will include any special forms of compensation, such as incentives, commissions, bonuses, overtime, and shift differentials.

Paid bereavement leave will be granted according to the following schedule:

-

Associates are allowed up to three consecutive days off from regularly scheduled duty with regular pay.

Document 30: 379d06fb-9adb-4ca7-abe8-bf8fdaed1237

Unless prohibited by law, associates are required to use all applicable Paid Time Off (PTO) while on leave.

1.1.2

The substitution of any paid benefits does not extend the total amount of leave that may be taken under system policy and applicable law. When paid benefits are exhausted, the remaining leave period will be unpaid.

1.1.3

PTO will be paid until the balance drops below 1 hour.

1.1.4

Accrued PTO hours must be taken at the rate of the regular work schedule, not exceeding 80 hours per year.

Document 31: 0f417936-4a46-4f82-a2e3-693129773cee

Requests for intermittent time off will be handled on a case-by-case basis in accordance with applicable laws.

1.4.2

Associates must give 30 days' notice of the need for an intermittent leave, and unless otherwise limited by law, may not take intermittent absences until the leave is approved.

approved. If 30 days' notice is not practicable; notice must be given as soon as practicable.

1.4.3

Under FMLA, some special rules apply to intermittent absences:

30

1.4.3.1 Associates must make ...

Document 32: 11eedd4f-76f4-41b3-a967-2fb916846105

1.6 WHILE ON LEAVE

1.6.1

MDB may request additional information or medical certification during the course

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of a leave. Associates must promptly respond to these requests, or, to the extent allowed by law, further leave may be denied or delayed.

1.6.2

If the circumstances of the leave change, such as the expected return date or the nature of a medical condition, associates are required to contact the Human Resources department as soon as possible.

1.6.3

All requests for i...

Document 33: 1f108b72-007c-43f4-8b12-8a3e3b99b147

-

Following exhaustion of FMLA, or if the associate is not eligible for FMLA, the remainder of leave may be provided under MDB's Medical Leave or as an ADA accommodation. See Medical Leave section for more information.

2.2 ELIGIBILITY FOR LEAVE

2.2.1

To be eligible for leave under FMLA, an associate:

- must have worked at MDB for at least 12 months (these 12 months need not be consecutive), and
- must have worked a minimum of 1,250 hours in the 12 months immediately prior to the f ...

Document 34: b21d367b-41c4-4416-b5b5-bccc26a84bd5

Detailed Policy: Pregnancy Disability Leave

3.1 PURPOSE

3.1.1

MDB offers time off for pregnancy and childbirth, which typically consist of two components:

- Leave taken when an associate is disabled due to pregnancy, childbirth, or a related serious health condition, covered under this policy; and
- Leave taken to spend time with the newborn child, covered under the Parenting Leave section.

3.2 ELIGIBILITY

3.2.1

To be eligible for pregnancy disability leave under FMLA, an associ...

Document 35: c262fa82-64fa-4428-8139-bbc70b86cb7d

Associates who have no biological or legal relationship with a child may stand in loco parentis to the child and be entitled to FMLA leave.

4.4 LEAVE AVAILABLE

4.4.1

Eligible associates who qualify for leave are entitled to 12 work weeks of FMLA leave in a rolling back 12-month period, defined as the 12 months immediately prior to the first day of the requested leave. This 12-work week entitlement includes leave taken for any reason under FMLA.

4.4.2

Parenting Leave must be complete...

Document 36: 961a88fb-240a-41f9-8c74-0bde1ac4160a

Associates who

have no biological or legal relationship with a child may nonetheless stand in loco parentis to the child and be entitled to FMLA leave. And, similarly, a parent with which the associate has no biological or legal relationship may be a covered family member.

5.3.3

To care for a family member who is not covered under FMLA, an associate may apply for a Personal Leave.

5.4 LEAVE AVAILABLE

5.4.1

Eligible associates who qualify for leave are entitled to 12 work weeks of FML...

Document 37: b16a432b-7927-4314-b206-92db8f88024c

7. Detailed Policy: Military Caregiver Leave

7.1 PURPOSE

7.1.1

MDB offers a leave of absence to eligible associates to care for a covered service member with a serious injury or illness incurred during active duty in accordance with the Family and Medical Leave Act of 1993 (FMLA). If applicable, MDB will provide leaves in accordance with any other state leave laws that apply.

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7.2 ELIGIBILITY

7.2.1

To be eligible for leave under FMLA, an associate must have worked at MD...

Document 38: 1493f715-be85-42e7-ae36-a6b72aac0b57

Detailed Policy: Military Duty Leave

8.1 PURPOSE

8.1.1

MDB offers Military Duty Leave to comply with the Uniformed Services Employment & Reemployment Rights Acts (USERRA). Associates who are ordered to, or volunteer for military training or active duty in the Armed Forces of the United States, the National Guard, the United States Coast Guard, or the commissioned corps of the Public Health Service may take a leave of absence for the length of service.

8.2 ELIGIBILITY

8....

Document 39: 7bb5e926-216d-4a81-99b4-5c309211244c

o

Service in excess of 180 days: The associate must apply for reemployment within 90 days after the end of service.

•

For associates who are convalescing due to a disability incurred or aggravated during the period of service, the se time limits may be extended during the time necessary for the associate to recover, not to exceed 2 years.

8.6.2

A member of the National Guard or a reservist of the United States Military Reserve who was called into active duty is eligible for reemploy...

Document 40: 2c2e8f7d-2d8b-48a5-8637-81ebf4e816b4

•

The associate must be certified by an acceptable treating provider. Treating provider is a licensed health care provider who is personally caring for the associate, performing tasks that are within the limits of his or her medical license.

•

The provider must be licensed to practice medicine in the United States,

and prescribe and administer drugs or perform surgery; or has a doctoral degree in Psychology (PhD or PsyD) whose primary practice is treating patients; or is a legally quali...

Document 41: 766d2aaa-0c06-4dc6-985e-83e1019dd12c

10. Definitions

For the purpose of leave of absence policies:

“Child” means a biological, adopted or foster child, a step-child, a legal ward, or a child of a person standing in loco parentis, when the child is under 18 years old or age 18 or older but incapable of self-care.

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“Covered Active Duty” means, in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country. In the case ...

Document 42: 628e29cb-c830-4edd-a526-1a8386dc24ae

43

“Next of kin of a Covered Service member” is defined as the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as...

Document 43: ccd3190d-27df-486a-af50-41be4b002e2c

A chronic serious health condition is one which:

a. Requires periodic visits (defined as at least twice a year) for treatment by a health care provider, or by a nurse under direct supervision of a

health care provider;

b. Continues over an extended period of time (including recurring episodes of a single underlying condition); and

c.

May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

(4) Permanent or long-term due to a condition f...

Document 44: ae401ebe-45f5-4917-9c4c-30a998988278

According to the Texas Department of State Health Services, "Part-time, temporary, contract, and full- time Health care workers (HCWs) should be included in TB screening program. HCWs who have duties that involve face-to-face contact with patients with suspected or confirmed disease (including transport staff) should be included in a TB screening program".

Job Descriptions

MD Billing attempts to maintain a job description for each position. Associate job descriptions found...

Document 45: 5ac676d9-d83d-4c34-babb-f8660d69a701

General Safety Rules

- In case of emergency, please call 911 immediately.
- Immediately report all unsafe acts or conditions to your supervisor.
- Immediately report all accidents, incidents, or injuries to your supervisor.
- Cooperate fully with any investigator of an accident or incident.
- Operate only the equipment assigned to you and only that equipment for which you have been trained to operate.
- Never service or repair any moving or running equipment.
- Before dismounting...

Document 46: a100d3fb-08dc-46be-a13e-4417a695eae0

- Follow directions from fire and security personnel.
- Wait in a secure area away from the fire location until directed otherwise by the supervisor, fire department, or police department personnel.

Fire Prevention and Controls

- Work areas shall be kept clean and orderly at all times. Good housekeeping prevents creation of fire hazards and injuries caused by trip hazards, protruding nails, broken glass, and other loose debris.
- Use refuse can for trash and NEVER for disposal...

Document 47: 21afeeee-64c1-4c00-bfe3-976877d4b6e4

On-Site Safety Visits

Hazard Identification Surveys will be conducted randomly by:

- The Safety Director/Officer from within the staff.
- A Member of Management

Designated persons conducting Hazard Identification Surveys have the responsibility and authority to take immediate corrective action. Designated persons have the authority to stop all operations until corrective action has been completed.

Hazard Identification Survey Objectives:

- Control or eliminate workplace hazards...

Document 48: 1353a0e0-f856-4691-b831-0dfcf67d5286

- The supervisor should talk to the injured worker on the day of injury and weekly, until the associate returns to work, to provide assistance.
- Associates who return to service after recovering from a workplace injury may be required to

submit to drug testing. At that point, if their drug test result is positive, they may be terminated immediately.

-

Following the associate's return to work, the supervisor should periodically monitor the

-

associate's progress to make sure restricti...

Document 49: 133ee1a4-0d5c-4711-8b06-0748c3f94953

In no event shall any individual who reports a concern be subject to any retribution or retaliation report which they reasonably believed to be true and offered in good faith.

Confidentiality shall apply to the report and to the person making the report, though investigation report may necessitate reasonable disclosure on a "need-to-know" basis.

Questions regarding a potential or suspected violation should first be reported to the immediate supervisor. If it is felt t...

Document 50: f3e363bd-2c8b-40a1-96ce-800439196326

Casual

conversation with friends and relatives during working hours is strongly discouraged, including conversations taking place on personal cell phones. Telephone use is subject to the Voicemail/Email/Internet Usage Policy.

Mail Use

Associates are required to limit usage of the company's mail service to business purposes only and may not use the Company address to receive personal mail. Do not use the Company postage for your personal mail. If you notice any suspicious packag...

Document 51: 750cd577-1621-4314-b8f1-c5c8d091f8c5

If an associate obtains or currently has a plan that exceeds the monthly stipend, MD Billing will not be liable for the cost difference.

Nothing in this policy is intended to prevent associates from engaging in protected concerted activity under the NLRA.

Violation of this policy will subject an associate to disciplinary action up to and including termination of employment.

Voicemail, Email, and Internet Policy

Inappropriate use of corporate systems exposes the Company to ris...

Document 52: 54890f79-2c4b-47e4-b38a-d66c8d251900

Instant Messaging

The user should recognize that instant messaging technology, unless specific encryption measures are taken, is an insecure medium and should take any necessary steps to follow guidelines on disclosure of confidential data. Unencrypted confidential data must never be sent via instant messaging technologies.

Bandwidth Usage

Excessive use of company bandwidth or other computer resources, where not required by job duties, is not permitted. Large file downloads or other bandwidth-intensive activities...

Document 53: f169e793-c169-4cc3-ab3c-868ac3e94559

Such use

may include but is not limited to: transmission and storage of files, data, and messages. The Company reserves the right to monitor any and all use of the computer network. To ensure compliance with company policies this may include the interception and review of any emails, or other messages sent or received; inspection of data stored on personal file directories, hard disks, and removable media; and monitoring of Internet/network/computer usage.

Responsible Computer and Network Use

Document 54: e35b4d92-9107-4aba-8344-8eec9eb7ab54

Know and Follow the Rules

Ensure your postings are consistent with these guidelines. Postings that include unlawful, discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

The Company cannot force or mandate respectful and courteous activity by associates on social media during non-working time. If you decide to post complaints or criticism, avoid...

Document 55: 77fc6579-16f7-4864-861b-24d56ed687fa

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Ideally, place yourself in a well-known area (your office, living room, etc) and pick 4 unrelated...

random objects. That's your password. By using a familiar space, you can easily place yourself back in the situation and recall what you picked, making your password easy to remember.

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Confidentiality

Passwords are considered confidential data and treated with the same discretion as any of the organization's proprietary information. The following guidelines apply to the conf...

Document 56: b568a871-9fdc-4b33-84e4-e1c7c9be23c2

As part of the associate's privilege for use of these accommodations, associates must agree to allow the Company to inspect and otherwise gain access to its contents at any time, with or without notice to the associate, and

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the associate's presence.

Vehicles, Equipment, Tools, or Uniforms on Loan

You are responsible for safekeeping of equipment, tools, or uniforms that are furnished to you. Your supervisor may require a deposit. When your employment with the Comp...

Document 57: aa18dbaa-8641-4fbb-992c-9650e8ac6bf8

Authorized Drivers are determined to be those associates whose job duties require that they travel frequently between MDB locations and other third-party sites in the course of carrying out company-related business.

Authorized Drivers will undergo training on an annual basis, and periodically, as deemed necessary, to satisfy safety requirements of the company. Training will comply with changing state laws and

insurance requirements.

Authorized Drivers qualify for mileage reimbursement....

Document 58: e7614c16-2dd4-458e-93d0-4f7f95900073

Associates should make necessary calls before or after driving if a hands-free device is not available for use.

Motorcycles/Scooters will not be used as Transportation on Company Time
Motorcycles or scooters may be driven to and from work; however, this mode of transportation NOT be used while on company time.

Associates whose only mode of transportation is a motorcycle or scooter may not be an Authorized Driver.

Parking Policy

MDB reserves the right to designate areas for associates...

Document 59: e07da8bd-b297-4854-834f-7decabc26101e

All associates
are required to report to work neatly groomed and dressed. You are expected to maintain personal habits that are generally accepted in the community, including clean clothing, good grooming, hygiene, and appropriate attire for the workplace and the work being performed. This may include company uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

F...

Document 60: 74e9cf49-7357-4b35-9b42-58114a689305

All approval requests are to be submitted to the director of operations (or a designee) via email 48 hours in advance. If it is less than 48 hours, must call for approval and this should be as infrequent as possible. The email should state the purpose of the visit and the expected duration the visitor will be on site. Director of operations (or a designee) may approve recurring visitors for up to 180 days in duration.

All visitors are only allowed to observe and should always be accompanied by an associate.

Document 61: e5c1aa24-cda7-4fd6-8652-591d4c955014

- Swearing and intemperate language are unacceptable at work-related social events.
- Associates must not behave in any way at any work-related social event that could bring the Company, its clients or suppliers name into disrepute.

Any breach of the above rules will render the associate liable to disciplinary action under the disciplinary procedure, up to and including summary dismissal where any offence is deemed gross misconduct. Unacceptable behavior that ...

Document 62: 7f526619-3f4c-41d8-9a7c-28b2c91215e8

An insider shall not discuss financial or operational information about competitors. An Authorized Spokesperson should say that the Company does not comment about its competitors and such as the Third Party call the competitor directly.

An insider may not comment on rumors. An Authorized Spokesperson is permitted to state that the Company has a policy against commenting on rumors.

Selective disclosure of Material, Nonpublic Information in any forum other than the approved ...

Document 63: b28d9d25-c0c7-42b8-b38a-8307ad6da794

- Associates must be at their workstations prepared to work at the beginning of their shift.
- Associates are not permitted to conduct personal or non-work-related business at the work site before or after their shift.
- Failure to dress according to company policy
- Each associate is responsible for his / her time records.
- Associates must notify their supervisor when they are unable to report to work on time.
- Smoking is permitted in designated areas only.
- Associates must fol...

Document 64: e86d4cbf-04e3-4f1f-bb7d-338f77c969be

- Accepting monetary gifts
- Discussing patients' personal, private, health-related, and financial situation.
- Insubordination: Associates are expected to follow the company's chain-of-command when addressing their grievances, concerns, and/or complaints. Not following the proper chain-of-command will be considered as insubordination and may lead to immediate termination. Insubordination is also considered to have occurred when the associate(s) unreasonably refuses to obey orders or f...

Document 65: a1459230-2792-4223-ad36-9fcd1e0edc8c

In the event an associate is perceived to be inappropriately terminated, the associate has the responsibility of filing a grievance, following the Grievance Procedure, with the Human Resources Department. The associate must make a statement in writing to the Human Resources Department 3 days of termination. The Human Resources Department, in conjunction with the Executive Director, will make a determination within 7 days of receipt of the grievance.

Grievance Procedure

MD Bi...

Document 66: aadc9f61-be9c-4576-9ad2-4b50f6b9867a

- You may not possess or use alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized while on company property or on company business.

The Company also cautions against the use of prescribed or over-the-counter medication, which may affect your ability to perform your job safely, or the use of prescribed or over-the-counter medication in a manner violating the recommended dosage or instructions from the doctor. You must have

Document 67: 17cba342-e483-49b1-b764-768cb4fd681d

Applicants will be required sign the Pre-Employment Applicant Statement – Background Check, Drug Screen Test, & Reference Check Consent and Release of Liability. Refusal on the part of an applicant to sign the release form or submit to the pre- employment consideration will result in the applicant no longer being considered for employment.

The applicant's ability to meet the Company's medical standards will be transmitted directly to the human resource department who will keep the re...

Document 68: ad4a284f-7b28-4fb2-96d5-9ea836f9d627

Suspected illegal substances will be turned over to the appropriate law enforcement authorities. The associate is required to furnish the Company with a physician's name and/or prescription for confirmation of a prescription of a legal substance found in the associate's possession. Submission to a personal search of personal articles as used above shall include the search of a vehicle brought upon Company premises, Company worksites or used on Company business. A personal search a...

Document 69: b9f5ce7a-3134-4968-bda2-390c3486c717

HOW TO CHANGE BENEFIT AMOUNTS IN SELF-SERVICE

You can change the amounts for many of your voluntary benefits directly through Paycom Employee Self Service. Changes can be made to your HSA amount, 457(b) Nationwide Roth IRA Pre-Tax amount, and your IMRF VAC %.

Below are the steps to make these changes:

Step 1: Sign in to your Self Service account and navigate to the current year Benefits Enrollment under the Benefits section.

Step 2: On the right navigation box, click on the acc...

Document 70: 1f019444-0e14-49ce-b315-a4cf1ee459ec

How to Make Direct Deposit Changes

In the Payroll tab, select the Direct Deposit option.

If you want to make changes to your Main Account, enter that information in the first section.

If you want to make changes to a Direct Deposit Distribution, you will need to click on the "ED

DISTRIBUTIONS” link. This will make those fields editable.

When finished with your changes, mark the box, sign, and click UPDATE to finalize the change.

Document 71: b0b3227f-1802-4c85-9489-c08384a6ee1a

* Not available on DHMO plans

DTL-EEDC-FLI001_Z12

Download the Lincoln

Dental mobile app today!

Keeping track of your dental

benefits is now easier than ever

with the Lincoln Dental mobile app.

With this user-friendly tool, you can:



Quickly access your ID card
on your phone



Find a network dentist
near you



View plan details



Confirm how much your
plan covers for checkups
and other services



See what was covered
and what you owe for recent
dental visits



Keep track of yo...

Document 72: 69eb3520-f8c9-4e34-919b-5bfb88a9bdef

Click “Time Management”
Click on the “ + ” circle.

Click “Web Timesheet Read Only”

Click "Add Punch Change Request" Select In/Out Day, enter Punch Time,
Click "Add Request"
and add Reason

Document 73: a343ce5b-6dce-41f9-b046-65d3c10ab094

EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

SHOW ME HOW

to Verify My Phone Number
Information

STEP 1

Navigate to Information >
Address and Contact Information.

STEP 2

Enter the Phone Number
and Phone Type (this must
be a cell phone number).

Then, scroll and click
"Update."

EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

SHOW ME HOW

to Verify My Phone Number
Information

STEP 3

Click "Verify Phone."

STEP 4

The Terms of Use and Pr...

Document 74: 9e68c6ac-270a-4f76-acea-78742502645a

Online vision tools

Convenient online services
and information

As a Lincoln VisionConnect® member, you can easily access vision plan information and a variety of tools that help you:

Find a provider■



Learn more about how to use your vision benefits■



See what eyewear is best for you■



Discover contact lens and Lasik discounts■



Register for an online member account to:



— Review your benefits, both in and out of network



— Print an ID card



— And more

Find a vision provider

Search for ...

Document 75: 13624637-a8a5-4f68-8b9d-e60dab23989e

Lincoln Financial Group

is the marketing name for Lincoln National Corporation and its affiliates. Affiliates are separately responsible for their own financial and contractual obligations.

Submit out-of-network claims to:

Claims Department — Lincoln VisionConnect

P.O. Box 30978

Salt Lake City, UT 84130

Fax: 248-733-6060

(Claim cover sheet can be found on member website.)

Print an ID card

While a plan ID card is not required to receive vision care, you have the option to print a card online ...

Document 76: dda85957-0966-460d-8415-d78703956c1b

2024

Benefit

Enrollment

Guide

WHAT'S INSIDE?



■How Your Benefits Work



■Your Insurance Plans



■Benefits Enrollment

1 | WoundCentrics 2024 Benefit Enrollment Guide

Dear WoundCentrics

Employees:

WoundCentrics takes great pride in its employees. These benefits make WoundCentrics a great place to work and are provided in order to let you know how much you are appreciated and respected.

We provide a benefit package that is appealing to our employees. Insurance coverage includes medi...

Document 77: 37974b25-1f60-4ec3-8a98-f8a419130e0e



Labor Day



Thanksgiving Day



Christmas Day

INTRODUCTION

3 | WoundCentrics 2024 Benefit Enrollment Guide

MEDICAL

Medical Coverage (EBMS) - Imagine Health Locations

The medical plan allows you to use a national network of providers. You are not required to n... are needed to see a specialist. The plan allows you to seek care from a provider who is not in... providers within your area please visit <https://www.mul...>

Document 78: 69326099-14af-49e7-8818-936c4cb05fdb

Preferred Pharmacies are typically your private or family, locally owned pharmacy and grocery store chains. Non-Preferred Pharmacies are Target, CVS, and Rite-Aid. To download the Full Prescription Drug Formulary visit: <https://veracity.procaren...>
Tier 4- Specialty Medications are managed through the Pharmacist Concierge Program and n...

their medications at little to no cost. Please log onto veracity-rx.com...

Document 79: 6041c41e-4b19-4ec8-8e23-1e52265d73b0

Preferred Pharmacies are typically your private or family, locally owned pharmacy and grocery store chains. Non-Preferred Pharmacies are Target, CVS and Rite-Aid. To download the Full Prescription Drug Formulary visit: <https://veracity.procaren.com>
Tier 4- Specialty Medications are managed through the Pharmacist Concierge Program and their medications at little to no cost. Please log onto veracity-rx.com...

Document 80: 9909a5d7-755d-4108-b9d7-5fd1d08c0417

TEL 1-800-977-7381 9 a.m. - 7 p.m. ET
FAX 1-888-560-2447 • balancebills@elapservices.com
Most of the time, you'll never have a reason to contact us about a bill.
But if you do, our advocacy team is here to support you.
From your health plan
(not a bill)
Shows you what your plan
covered and what you'll owe. If
you owe money, you'll get a bill
from the hospital/provider.
From the hospital/facility
If this does not match your EOB,
simply contact ELAP. They'll
take care of it.
Most of the...

Document 81: 87590a3f-584b-4954-ba39-4440f9501216

You will receive assistance from a Member Services Advocate throughout the balance billing process. ELAP's legal team will also go to work right away to handle the billing issue with healthcare facilities and collection agencies. It is very important that you send ELAP any bills or notices as you receive them.
Questions about a medical bill?
Contact ELAP right away!
Telephone: 1-800-977-7381, 9 am - 7 pm ET
Fax: 1-888-560-2447
balancebills@elapservices.com
EBMS' Mobile App – miBenefits – is...

Document 82: 597b26f0-f385-448c-b581-d94c89f53ca0

WoundCentrics is paying for your membership!

Member Testimonials:

- “The doctor that I spoke with was kind and had an excellent bedside manner.”
- “This service is amazing and convenient. I love it!”
- “Especially on the occasion you are unable to get in to see your primary physician, SwiftMD is a tremendous service. Prompt service and professional knowledgeable staff that let you know you are in good hands.”

To Access your SwiftMD Account:

- When your Membership becomes active on January ...

Document 83: 9669a56b-66ed-4924-9734-a0ae6afd90ab

- Portability: The money in your account is yours to keep, so you can take it with you if you change employers, health plans, or retire.
- Savings: Let the funds in your account grow tax-deferred. After age 65, you may make withdrawals from your HSA for any reason without penalty.
- Individual: Your HSA is your individual account, setup in your name, with your listed beneficiary. It is completely your responsibility, very similar to a checking account. You are responsible for making sure...

Document 84: f074309c-d9e7-4501-9fc0-465f4597cdbc

Amounts in excess of these allowances will be the full responsibility of the insured.

To locate a dentist in your area please visit [LincolnFinancial.com/FindADentist](https://www.lincolnfinancial.com/FindADentist).

DENTAL

WoundCentrics 2024 Benefit Enrollment Guide | 10

Vision Coverage (Lincoln Financial)

Locate an in-network vision provider at www.lincolnfinancial.com

or call 1-800-487-1485. If you use an out-of-network provider

the benefits will be reduced and you will be required to submit a

reimbursement to Lincoln Financial along ...

Document 85: 929e0cd5-19aa-44d8-b883-889b3014b6be

Your Basic Term Life and Accidental Death & Dismemberment coverage is through Lincoln Financial Group. All Active Full-Time Employees are eligible for the following benefits:

Basic Term Life and AD&D Summary of Benefits

Life Benefit

\$15,000
AD&D Benefit
\$15,000
Accelerated Death Benefit
75% of Benefit Amount
Age Reduction Schedule
65
Benefit reduces by 35%
70
Benefit reduces by 50%
WoundCentrics 2024 Benefit Enrollment Guide | 12
Supplemental Term Life and AD&D (Lincoln Financial Group)
S...

Document 86: cfc1329a-f8c5-4530-9fce-57dbd032b83e

This type of policy provides protection for a longer period of time, sometimes to age 65.
LTD is often used in situations of a catastrophic disease or illness.
Today, most Americans would not be able to make payments on their homes or keep their families.
STD reduces the burden during these unstable times. It is a convenient, economical way of securing your family's future.
unexpected injury or illness. Voluntary Group STD is a guarantee.

Document 87: 63882ada-bac3-45ab-a054-0db71200879e

The proceeds from your approved claim may be used however you wish.
Voluntary Accident Insurance Summary
Eligibility
All eligible, active full time employees
Coverage Type
24 Hour Coverage
Reduction Schedule
Benefits terminate at retirement or age 70, whichever occurs first
Ambulance / Air ambulance transportation within 90 days of the
accident
\$225 / \$1,125
Initial care visit (Physician office or Urgent Care visit)
within 60 days of the accident
\$75
Emergency care treatment within 72 hours of...

Document 88: bb8edb22-9823-4042-8f54-f5cf913e190b

You can save up to 60% on a variety of products and services, such as electronics, health and fitness, Broadway shows and much more. Also available in the GuidanceNow mobile app.

Help with important life matters

You'll find supportive tools and advice on a wide range of topics—including legal, financial and career on GuidanceResources® Online. It's one way to stay "in the know" on matters that impact your personal and professional life.

Protection against identity theft

Identity t...

Document 89: 77211cc1-4d8d-42b2-b1c0-5775ee5f27c5

Coverage is subject to actual contract language. Each independent company is solely responsible for its obligations. EstateGuidance® and GuidanceResources® Online are trademarks of ComPsych. Insurance products are issued by The Lincoln National Life Insurance Company, Fort Wayne, Indiana; The Lincoln Company of New York, Syracuse, NY, and Lincoln Life Assurance Company of Boston, Dover, New Hampshire. Lincoln Life Insurance Company does not solicit business in New York.

Document 90: 4f5dea9d-cdc3-4d3f-8aa2-8a5672aa99b4

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3/19/19 11:18 AM

®

TR AVEL CONNECT

Please note this benefit is an employer paid benefit provided at no cost to you.

WoundCentrics 2024 Benefit Enrollment Guide | 20

401(k) Retirement Program (Equitable)

401(k) Participant Website Guide

How to get there

•

Participant website: <https://mrppar.equitable.com>

•

Enter your user ID and password. If this is the first time to the new site, you can click on Set Up

Document 91: 5790ab6a-5f38-4a71-8953-7b4b3b3117ba

You enter some goals, assumptions on investment performance and information

on other retirement accounts and Social Security, and then every time you visit the site, you will be presented with a gauge that shows where you are on meeting your goals either on annual income or overall asset basis.

You can always go in and modify these goals and any underlying assumptions at any time and recalculate.

2 | Guide to the participant website

Assumptions

Participant

Education

Center

My

...

Document 92: ea8b10db-121b-4431-83ba-397c968e3d3e

Statements & Transactions

View statements for the past year and get an account at a glance for the last 30 days, 90 days or any custom period of your choosing. You will also get a list of all transactions during the period selected and the ability to click and get all the details on those transactions. You can also download transaction history for a specified period to an Excel file.

Loans

If your plan has loans available as an option, there will be a Loans tab with details on any outstand...

Document 93: 80faca4b-5f8e-4da2-826e-5be123d70eae

You will also be able to view your allocations for future contributions and personalized performance information.

Statements &

Transactions

View statements for the
past year and get an account
at a glance for the last 30
days, 90 days or any custom
period of your choosing.
You will also get a list of all
transactions during the period
selected and the ability to
click and get all the details
on those transactions. You
can also download transaction
history for a specified period
...

Document 94: 428a1920-2b6f-4463-834f-ee85c38e3447

#XXXXXX (0/00)

4 | Guide to the participant website

401(K)

WoundCentrics 2024 Benefit Enrollment Guide | 22

Give Member Claims

Advocate a call if:

Marsh McLennan Agency provides you and
your family members a complimentary
member claims service to help with claims,
billing, missing ID cards and more!

Employee Benefit

Assistants You

Can Count On

You can reach the Member

Claims Advocate team by

phone or email.

Monday through Friday, 8:15 AM EST – 5:15 PM EST

Email: mmajslbenefitcla...

Document 95: ff9c0c73-9368-46c7-98b2-8e5f8616248c

com/

Phone: 1-855-MyARHIPP (855-692-7447)

CALIFORNIA – Medicaid

Health Insurance Premium Payment (HIPP) Program

<http://dhcs.ca.gov/hipp>
Phone: 916-445-8322
Fax: 916-440-5676
Email: hipp@dhcs.ca.gov
COLORADO – Health First Colorado (Colorado's Medicaid Program) &
Child Health Plan Plus (CHP+)
Health First Colorado Website: <https://www.healthfirstcolorado.com/Health>
First Colorado Member Contact Center: 1-800-221-3943/State Relay 711
CHP+: <https://hcpf.colorado.gov/child-health-plan-plus>
CHP...

Document 96: 9d57ecbc-c59f-4fa6-a460-64afcafc0354

[mymaineconnection.gov/benefits/
s/?language=en_US](http://mymaineconnection.gov/benefits/s/?language=en_US)
Phone: 1-800-442-6003
TTY: Maine relay 711
Private Health Insurance Premium Webpage:
<https://www.maine.gov/dhhs/ofi/applications-forms>
Phone: 1-800-977-6740
TTY: Maine relay 711

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LEGAL NOTICES
Premium Assistance Under Medicaid and the Children's
Health Insurance Program (CHIP)
MASSACHUSETTS – Medicaid and CHIP
Website: <https://www.mass.gov/masshealth/pa>
Phone: 1-800-862-4840
TTY: 711
Email...

Document 97: 63d49995-fb5b-4d01-a5ba-4c859788b20b

mt.gov/MontanaHealthcarePrograms/HIPP
Phone: 1-800-694-3084
Email: HSHIPPPProgram@mt.gov
NEBRASKA – Medicaid
Website: <http://www.ACCESSNebraska.ne.gov>
Phone: 1-855-632-7633
Lincoln: 402-473-7000

Omaha: 402-595-1178
NEVADA – Medicaid
Medicaid Website: <http://dhcfp.nv.gov>
Medicaid Phone: 1-800-992-0900
NEW HAMPSHIRE – Medicaid
Website: <https://www.dhhs.nh.gov/programs-services/medicaid/health-insurance-premium-program>
Phone: 603-271-5218
Toll free number for the HIPP program: 1-800-852-3345, ext...

Document 98: 13f6240f-c7b7-44ed-a286-7a6de2674dd4

Department of Labor Employee Benefits
Security Administration
www.dol.gov/agencies/ebsa
1-866-444-EBSA (3272)
U.S. Department of Health and Human Services
Centers for Medicare & Medicaid Services
www.cms.hhs.gov
1-877-267-2323, Menu Option 4, Ext. 61565
25 | WoundCentrics 2024 Benefit Enrollment Guide
Important Healthcare Reform Notices
Privacy Rights under HIPAA
The Health Insurance Portability and Accountability Act of 1996
(HIPAA) mandates that your private health information is prote...

Document 99: 898a50cb-0258-4565-b38e-2d2934263c1a

Information about where you
can get help to make decisions about your
prescription drug coverage is at the end of
this notice.
Please note: If you are not Medicare
eligible, and none of your covered family
members are Medicare eligible, no action is
required on your part.
There are two important things you
need to know about your current
coverage and Medicare's prescription
drug coverage:
•■ Medicare prescription drug coverage

became available in 2006 to everyone with Medicare. You ...

Document 100: a7e48d60-d949-44a1-827f-d4722f8494b6

In addition, you may have to wait until the following October to join. For more information about this notice or your current Prescription Drug Coverage: Contact the Human Resources Department at 806-712-1096 x 4928. NOTE: You may receive this notice at other times in the future such as before the next period you can enroll in Medicare prescription drug coverage, and if this coverage changes. You also may request a copy. For more information about your options under Medicare Prescript...

Document 101: 00ca7b22-59c8-4251-8d8f-21485ff6c264

What is COBRA Continuation Coverage? COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost b...

Document 102: 02859d96-691c-4d50-b086-62e260e38c43

Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage. There are also ways in which this 18-month period of COBRA continuation coverage can be extended: Disability extension of 18-month period of continuation coverage If you or anyone in your family covered under the Plan is

determined by Social Security to be disabled and you notify the Plan Administrator in a timely fashion, y...

Document 103: 3ef85c55-2607-4adf-8b8f-7986e367eecd

You can learn more
about many of these options at www.healthcare.gov.
If you have questions
Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under the Employee Retirement Income Security Act (ERISA), including COBRA, the Patient Protection and Affordable Care Act, and other laws affecting group health plans, contact the nearest Regional or District Office of the...

Document 104: ea624754-2f10-48cf-b868-7b0f8c25e0f9

■IZ■BΣMZYPNBAZ■KT■EZTKΘOZE■YΠ■IZNP■ΠΦ■HKOE■IZBNYI■KOTΦΣBOΔZ■
■BΣMZYPNBAZ■ΠHHZΣT■ΠOZ■TYTP■TIPPPKOΘ■YΠ■HKOE■BOE■ΔΠEPBΣZ■PΣ
HΠΣ■B■OZΨ■MKOE■ΠH■YBΩ■ΔΣZEKY■YIBY■NΠΨZΣT■ΠΦΣ■EΠOYIN■PΣZEK
ΔΠXZΣBΘZ■YIΣΠΦΘI■YIZ■BΣMZYPNBAZ■ΓZΘKOT■KO■ΔYΠΓZΣ■HΠΣ■Δ
Can I Save Money on my Health Insurance Premiums i...

Document 105: bb704f2f-03d5-4bc3-87c1-1911b38c4101

■ΠΦ■EB■ΦBNKH■YΠ■TBXZ■EΠOZ■BOE■NΠΨZΣ■ΠΦΣ■EΠOYIN■PΣZEK
ΠHHZΣT■ΔΠXZΣBΘZ■YIBY■EΠZTO■Y■EZZY■ΔZSYBKO■TYBOEBΣET■IZ■TBXKO
■ΠΦΣ■ΠΠΦTZIΠNE■KOΔΠEZ■
Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketpla
■ZT■H■ΠΦ■IBXZ■BO■ΠHHZΣ■ΠH■IZBNYI■ΔΠXZΣBΘZ■HΣΠE■ΠΦΣ■ZEPNΠ
HΠΣ■B■YBΩ■ΔΣZEKY■YIΣΠΦΘI■Y...

Document 106: 81b2e9c8-7205-415d-8876-ff43d6d38e9d

ΠΣ■B■YBΩ■ΔΣZEKY■YIΣΠΦΘI■YIZ■BΣMZYPNBAZ■BOE■EB■ΨKTI■YΠ■ZOΣΠN
ZNKΘKΓNZ■HΠΣ■B■YBΩ■ΔΣZEKY■YIBY■NΠΨZΣT■ΠΦΣ■EΠOYIN■PΣZEKΦE■
OΠY■ΠHHZΣ■ΔΠXZΣBΘZ■YΠ■ΠΦ■BY■BNN■ΠΣ■EΠZT■OΠY■ΠHHZΣ■ΔΠXZΣBΘZ
ZEPNΠ■ZΣ■YIBY■ΨΠΦNE■ΔΠXZΣ■ΠΦ■BOE■OΠY■BO■ΠYIZΣ■EZEΓZΣT■ΠH
KOΔΠEZ■HΠΣ■YIZ■Z

ΠΦ■BOE■OPY■BO■ΠYIZ■EZEGZST■ΠH■ΠΦ■HBCKN■KT■EPZ■YIBO■
 KOAPEZ■HPZ■YIZ■ZBZ■ΠS■KH■YIZ■ΔPXZSBΘZ■ΠΦ■ZERNΠ■ZS■PSPXKEZ■
 ■HHΠSEBΓNZ■BSZ■ΔY■ΠΦ■EB■ΓZ■ZNKΘKΓNZ■HPZ■B■YBΩ■ΔZZEKY■
 ■
 ■ΠYZ■H■ΠΦ■PΦSΔIBTZ■B■IZBNYI■PNBO■YISΠΦΘI■YIZ■BSMZYPNBΔZ■KO
 ZERNΠ■ZS■YIZO■ΠΦ■EB■NΠTZ■YIZ■ZERNΠ■ZS■ΔΠOYCKΓΦYKΠO■KH■BO

IZO■■ΠΦ■ΞΒ■■ΝΠΤΖ■ΥΙΖ■ΖΕΡΝΠ■ΖΣ■ΔΠΟΥΣΚΓΦΥΚΠΟ■■ΚΗ■ΒΟ■■■ΥΠ■ΥΙΖ■ΖΣ■
ΔΠΟΥΣΚΓΦΥΚΠΟ■■ΒΤ■ΨΖΝΝ■ΒΤ■■ΠΦΣ■ΖΕΡΝΠ■ΖΖ■ΔΠΟΥΣΚΓΦΥΚΠΟ■ΥΠ■ΖΕΡΝ
■■ΖΕΖΣΒΝ■ΒΟΕ■■ΥΒΥΖ■ΚΟΔΠΕΖ■ΥΒΩ■ΡΦΣΡΠΤΖΤ■■■ΠΦΣ■ΡΒ■ΕΖΟΥΤ■ΗΠΣ■ΔΠΧ
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How Can I Get More Information?
■■ΠΣ■ΞΠΣΖ■ΚΟΗΠΣΞΒΥΚΠΟ■ΒΓΠΦΥ■■ΠΦΣ■ΔΠΧΖΣΒΘΖ■ΠΗΗΖΣΖΕ■Γ■■■ΠΦΣ■ΖΕ
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■ IZ ΒΣΜΖΥΡΝΒΔΖ ΔΒΟ IZNP ΠΦ ZXBNΦBYZ ΠΦΣ ΔΠΧΖΣΒΘΖ ΠΡΥΚΠΟΤ
■ ΒΣΜΖΥΡΝΒΔΖ ΒΟΕ KYT ΔΠΤΥ ■ NZBTZ ΧΚΤΚΥ ZBNYI ΒΣΖ ΘΠΧ ΗΠΣ ΞΓ
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 Γ██ΥΙZ██PNBO██ΚΤ██ΟΠ██NZTT██ΥΙΒΟ██████PZΣΔΖΟΥ██ΠΗ██ΤΦΔΙ██ΔΠΤΥΤ██
 Form Approved
 OMB No. 1210-0149
 ███H[SLUHV██5██31██2020██
 Shellie Torres at 806-712-1096 ext.

YIZ■PNBO■KT■ OP■ NZTT■YIBO■■■■PZΣΔZOY■ΠΗ■ ΤΦΔΙ■ΔΠΤΥΤ■■■

Form Approved

OMB No. 1210-0149

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Shellie Torres at 806-712-1096 ext. 4928

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31 | WoundCentrics 2024 Benefit Enrollment Guide

E XCHANGE NOTICE

PART B: Information About Health Coverage Offered by Your Employer

■IKT■TZΔYKΠO■ΔΠOYBKOT■KOHΠΣΞBYKΠO■BΓΠΦY■BO■■IZBNYI■ΔΠXZΣBΘZ■

BPPNKΔBYKΠO■HPΣ■ΔΠXZΣBΘZ■KO■YIZ■BΣMZYPNBΔZ■■■ΠΦ■ΨKNN■ΓZ■BTM

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11. Phone number (if different from above)

12. Email address

■

■ZΣZ■KT■TΠEZ■ΓBTKΔ■KOHΠΣΞBYKΠO■BΓΠΦY■IZBNYI■ΔΠXZΣBΘZ■ΠHHZΣZE■

■■T■■ΠΦΣ■ZEPNΠ■ZΣ■■ΨZ■ΠHHZΣ■B■IZBNYI■PNBO■YΠ■■■

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■EKOKEXΦE■XBNΦZ■TYBOEBΣE■BOE■YIZ■ΔΠTY■PIH■YIKT■ΔΠXZΣBΘZ■YPI■PI
YPI■ΓZ■BHHΠΣEBΓNZ■ΓBTZE■ΠO■ZEPNPI■ZZ■ΨBΘZT■
■
■XZO■KH■ΠΦΣ■ZEPNPI■ZZ■KOYZOET■ΠΦΣ■ΔΠXZΣBΘZ■YPI■ΓZ■BHHΠΣ
EKTΔΠΦOY■YISΠΦOI■YIZ■BΣMZYPNBΔZ■IZ■BΣMZYPNBΔZ■ΨKNN■ΦTZ■PI
YPI■EZYZZEKOZ■ΨIZYIZΣ■ΠΦ■EB■ΓZ■ZNKΘKΓNZ■HΠΣ■B■PΣZEKΦE■EKTΔΠΦ
ΨZZM■YPI■ΨZZM■PZΣIBPT■ΠΦ■BΣZ■BO■IΠΦΣN■ZEPNPI■ZZ■

Document 114: c5763b5f-869f-49f9-8f70-0920457da0ac

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ZEPNPI■ZE■EKE■ZBΣ■ΠΣ■KH■ΠΦ■IBXZ■ΠYIZΣ■KOΔΠEZ■NΠTTZT■ΠΦ■E
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■H■ΠΦ■EZΔKEZ■YPI■TIPI■HΠΣ■ΔΠXZΣBΘZ■KO■YIZ■BΣMZYPNBΔZ■ZBNY

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ZEPNPI■ZZ■KOHΠΣEBYKΠO■ΠΦ■NN■ZOYZΣ■ΨIZO■ΠΦ■XKTKY■ZBNYI■BΣZ
ΞΠOYIN■PΣZEKΦET■
■

3. Employer name
Wound Centrics
4. Employer Identification Number (EIN)
46-1600830
5. Employer address
5224 75th St. Suite D.
6. Employer phone number
806-712-1096
Lubbock

8. State
TX
9. ZIP code
79424
Shellie Torres
shellie.torres@woun...

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multiplan.com/webcenter/portal/
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Customer Service: 800-423-2765
Vision (Lincoln Financial)
Customer Service: 800-440-8453
Life and Disability (Lincoln Financial)
Customer Service: 800-487-1485
Employee Assistance Program
(Lincoln Financial)
Customer Service: 800-423-2765
ELAP Member Services
Phone: 800-977-7381
Hours: 9am-7pm EST
Fax: 888-560-2447
Email: balancebills@elapservices.com
Mail: ELAP Services
1550 Liberty Ridge

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