Time for a Change!
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This summer, our Kronos timekeeping system is moving from an in-house server to an upgraded, secure web-based system. The upgrade will include new timeclocks, remote/mobile access to view your timecard and more flexibility with managing your time. Training for employees and managers will be starting by mid-July. More information will be coming soon!

Thank You!

National Nursing Home week was enjoyed by everyone that participated. A BIG thank you to Trudy Plunkett, executive assistant, Angela Hurst, director of activities and recreation, and Barbara Kijak, human resources assistant, for their efforts in making the week special.

Email Guidelines for Safeguarding PHI and Confidential Information, and Reporting Incidents

• Verify the email recipients are correct and are authorized to review the email.
• Encrypt the email if it contains PHI or confidential information and includes outside email recipients.
• Write objectively, avoiding opinions, judgments, conclusions or assumptions about who or what. Keep your opinions out of the email. You can talk to your supervisor later.
• Only include essential information, such as identity of the person involved in the incident, the exact time and place of the incident and the name of the physician or other provider you notified.
• Document any unusual occurrences you witnessed.
• Record the events and the consequences for the resident, in enough detail that administrators can decide whether or not to investigate further.

• Describe only what you saw and heard and the actions you took to provide care at the scene.
• Do not admit that you are at fault or blame someone else. Steer clear of statements like “better staffing would have prevented this incident.”
• Do not offer suggestions about how to prevent the incident from happening again.
• Do not include detailed statements from witnesses and descriptions of remedial action; these are normally part of an investigative follow-up.
• Do not file the report in the medical record. Send it to the person designated to review it according to your facility’s policy.
• Remember that your email may be discoverable in litigation!
THE CARE COST ESTIMATOR

TAKE CHARGE OF YOUR HEALTH CARE
Help control your health care expenses by estimating the costs for the care you need at different providers. The online Care Cost Estimator lets you understand your options and shop for the best value, just like comparison shopping for other important purchases.

Did you know….
Common health care services, like X-rays and lab tests, can cost from 30 to 50 percent more depending upon where you go. We help you search almost all of these services to find the best price.

HOW THE CARE COST ESTIMATOR WORKS
The Care Cost Estimator makes it easy to compare cost estimates for more than 1,600 procedures performed by different doctors and hospitals to find the best value. You can easily search for a procedure, and filter your search results by location, by family member and quality measures.

Works with all mobile platforms for searching on the go; ideal for talking about your options at the doctor’s office.

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Community Hospital</th>
<th>City Hospital</th>
<th>Independent Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blood Glucose</td>
<td>Joe Orange, MD</td>
<td>John Brown, MD</td>
<td>Mary Red, MD</td>
</tr>
<tr>
<td>Distance: 1 mile</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$41 - $46</td>
<td>$18 - $32</td>
<td>$4 - $10</td>
</tr>
</tbody>
</table>

You’ll get a list of results that fit your search criteria. Compare your options to see estimates of what you’d pay for the procedure or service at different providers or facilities. Your range of costs represents the average high and low costs for that service in your area. The estimate includes related services likely to be associated with your procedure, such as anesthesia, recovery room, doctors’ fees, medications and supplies.

continued on the back
FIND A SERVICE

<table>
<thead>
<tr>
<th>Blood Glu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blood Glucose Level Test, Home Use</td>
</tr>
<tr>
<td>Blood Glucose Level Test, After Glucose Dose</td>
</tr>
<tr>
<td>Glucose (Blood Sugar) Tolerance Test</td>
</tr>
<tr>
<td>ACTH Stimulation Blood Test</td>
</tr>
<tr>
<td>Activated Protein C Resistance Blood Test</td>
</tr>
</tbody>
</table>

To get started, type a keyword in the search box. Select from the drop down menu to pick the exact procedure. Review the results to compare cost estimates.

GET AN EXPLANATION OF YOUR COSTS
Click on any of the results for a detailed explanation of how your cost estimate was calculated. Starting with the total procedure cost, the Care Cost Estimator figures in the amounts you’re currently responsible for, such as remaining deductible, copays and coinsurance, and benefit maximums your plan may set for particular procedures.

SHOP FOR COSTS ON:

- **Inpatient procedures**, such as C-section delivery and total knee replacement
- **Diagnostic procedures**, such as MRIs and CAT scans
- **Lab tests**, such as blood glucose and lipid panel
- **Outpatient procedures**, such as physical therapy and chiropractic treatments

TRY THE CARE COST ESTIMATOR NOW!
Log in to your member website, and on the homepage click the *Care Cost Estimator* link. It’s that simple!

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The Plan complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

ATENCIÓN: Si usted habla español, servicios de asistencia lingüística, de forma gratuita, están disponibles para usted. Llame al número en la parte posterior de su tarjeta de identificación (TTY: 711).

请注意：如果您说中文，可向您提供免费语言协助服务，请拨打您的身份证背面的号码（TTY：711）。
ONE WEEK ONLY!
6/14/2017 - 6/20/2017
EXCLUSIVELY FOR EMPLOYEES,
THEIR FRIENDS AND FAMILY

Show this flyer at any of our 400+ SKECHERS Retail stores nationwide or mention Retail Code: 3F

Valid 06/14/2017 - 06/20/2017 at SKECHERS Retail Stores and SKECHERS.com only. Offer valid for employees, their families and friends only. Posting the exclusive discount codes online is not permitted. Not valid on sale or test styles. Limited to 10 pairs per customer. Valid on all shoes over $39.95 as well as accessories & apparel. Cannot be used in conjunction with other offers or promotions.
Reporting Violations

Masonic Village has established a compliance hotline through Lighthouse Services, Inc., to report fraud, unlawful, unethical and other types of improper behavior. Employees may contact Lighthouse Services by using the contact information below. Such reports may be made confidentially and anonymously. Toll-free: 844-600-0095 • www.lighthouse-services.com/masonicvillages reports@lighthouse-services.com (Must include company name with report.)

Mission Statement

Our not-for-profit caring communities and services assist individuals, families and children in realizing their potential and enjoying the highest possible quality of life through the traditions of Freemasonry.

Masonic Villages is an Equal Opportunity Employer.
Masonic Villages is a Member of LeadingAge, LeadingAge PA, Kairos Health Systems, MCSA
Corporate Compliance Hotline 844-600-0095
“Teambuilder” Submissions & Questions: 717-367-1121, ext. 33383 or bbanta@masonicvillages.org
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