



A Weekly Update  
For The Employees of  
North Central Health Care



# NEWS YOU CAN USE

## WEEKLY CONNECTION WITH JENNIFER PEASLEE



### Celebrating Health Information Professionals Week: Recognizing their Essential Role in Healthcare

As we celebrate Health Information Professionals Week, it's time to recognize and appreciate the invaluable contributions of our health information professionals. These dedicated individuals play a crucial role behind the scenes, ensuring that our organization runs smoothly and that our patients/clients/residents receive high-quality care. Health information professionals, also known as health information management (HIM) professionals, manage, analyze, and safeguard healthcare data. They ensure accurate and secure patient records, protect patient privacy, and facilitate data exchange among healthcare providers. Here are some fun facts about HIP, they are:

- **Sherlock Holmes of Healthcare:** They sleuth through medical records and data to uncover errors and discrepancies with their keen eye for detail.
- **HIPAA Superheroes:** They safeguard patient privacy, ensuring that sensitive health information is kept confidential in compliance with HIPAA.
- **Tech-Savvy Wizards:** They are skilled in working with electronic health records (EHRs) and other technologies to manage and analyze healthcare data.
- **Coding Champions:** They are experts in medical coding, accurately capturing diagnoses and treatments for fair reimbursement.
- **Interoperability Enthusiasts:** They advocate for data exchange among healthcare settings, enabling coordinated care for patients.
- Last year, HIM scanned enough paper to make a stack totaling over 107 feet tall—that's equivalent to a 10 story building! That's A LOT of paper!
- Currently, HIM stores about 80,000 charts, with some going back to the 1960's.
- HIM helps with many different record requests including individuals served, attorneys, insurers and disability.
- You can help our HIM team by always including two identifiers (i.e., DOB, MRN) when using paper so that we can easily locate the right person for scanning purposes. Use only black or dark blue pens and yellow highlighters when using paper—other colors don't scan well and please make sure to review documents ensuring they are complete before you send them to HIM for scanning.

Health Information Professionals Week is an opportunity to express our gratitude for the hard work and dedication of our health information professionals. Let's celebrate their achievements and recognize their essential contributions to our team. This week, be sure to stop by to say hi and partake in some trivia, treats, and fun. Thank you for your continued commitment to our patients and our organization!

*Jennifer Peaslee* **Jennifer Peaslee**  
Compliance Officer

### Occurrence Reporting Hotline

**x4488** or **715.848.4488**



Only significant or sentinel events requiring immediate notification to this hotline.

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## Shout out



### Bailey Phillips, APS

Thank you for providing such relief to our department in the assistance you are actively providing! You are the best!

**From: Valerie Paquette**





# APRIL IS STRESS AWARENESS MONTH



As a North Central Health Care Employee, it's easy to focus on the needs of others so much that we forget to prioritize our own mental health, rapidly leading to stress, burnout and fatigue. This month, let's commit to **prioritizing self-care and stress management techniques** to help us navigate life's challenges and improve our overall quality of life.

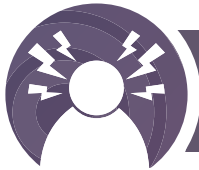


In observance of Stress Awareness Month, North Central Health Care is excited to announce a month-long Stress Awareness Campaign for employees. For the next four weeks, we'll be releasing new content every week, including articles, tips, tricks, giveaways, and activities designed to help you identify and manage stress. Whether you're looking to improve your work-life balance, build resilience, or simply learn new coping mechanisms, this campaign has something for everyone. Check with your managers to locate your stress materials for this week and take a few extra moments this month to prioritize a healthier, stress-free life!

For additional stress management resources visit  
[www.norcen.org/StressLess](http://www.norcen.org/StressLess)



# APRIL IS STRESS AWARENESS MONTH



Join North Central Health Care for a month of tips, tricks and activities designed to help de-stress your daily life and improve well-being.

## WEEKLY FOCUS: Understanding Stress

Stress is a common experience for many of us. It's that feeling of pressure or tension that comes with a challenging situation and can often cause significant impacts on our daily lives. While a little bit of stress can motivate us and help us perform better, **too much stress can have negative effects on our physical and mental health.**

When we encounter a situation that our brain perceives as dangerous or threatening, it triggers the release of stress hormones, which prepare our body to fight or flee. This can cause a variety of physical and emotional responses, like increased heart rate, faster breathing, and heightened emotions.

There are many things that can cause stress, such as work, finances, health issues, relationships, and major life changes. It's important to identify the sources of stress in our lives and learn how to manage them effectively. By doing so, we can prevent the negative effects of chronic stress and improve our overall well-being.

### Unmasking Your Stressors:

#### 9 TIPS FOR IDENTIFYING KEY STRESSORS IN YOUR LIFE

Take charge of your well-being by understanding what's causing your stress. By following these tips, you can gain a better understanding of what is causing your stress and take steps to address these stressors. By doing so, you can improve your overall well-being and lead a more fulfilling life.

**KEEP A STRESS DIARY:**

Recording your daily experiences and how they make you feel can help you identify patterns and triggers.

**IDENTIFY NEGATIVE THOUGHT PATTERNS:**

Negative self-talk can fuel stress. Try to recognize when you are engaging in negative thought patterns and re-frame them in a more positive way.

**PAY ATTENTION TO YOUR ENVIRONMENT:**

Your physical surroundings can also impact your stress levels. Cluttered or chaotic spaces can add to your stress, while calm and organized spaces can promote relaxation.

**PAY ATTENTION TO PHYSICAL REACTIONS:**

Notice how your body reacts to different situations, such as tense muscles, headaches, or rapid heartbeat. These physical cues can help you recognize stressors.

**MONITOR YOUR MEDIA INTAKE:**

News and social media can be a significant source of stress for many people. Pay attention to how much media you consume and how it makes you feel.

**EVALUATE RELATIONSHIPS:**

Take a look at the people in your life and how they make you feel. Negative relationships can be a significant source of stress.

Learn more or find additional resources at [norcen.org/StressLess](http://norcen.org/StressLess)





## WEEKLY FOCUS:

# Mindfulness: Your Antidote for Stress and Chaos

Mindfulness is a concept that has gained a lot of attention in recent years, but what is it exactly? At its core, mindfulness is a form of meditation that involves being fully present in the moment, without judgment or distraction. It's about paying attention to the here and now, and being aware of your thoughts, feelings, and surroundings.

One way to think of mindfulness is as a mental exercise that helps you develop a deeper awareness of yourself and the world around you. By practicing mindfulness regularly, you can learn to tune out distractions and focus your attention on the present moment, which can have a wide range of benefits for your physical and mental health.

Studies have shown that mindfulness can be an effective tool for reducing stress, anxiety, and depression. It can also help improve sleep quality, boost immune function, and reduce chronic pain. Additionally, mindfulness has been shown to improve cognitive function and enhance creativity.



## THE BENEFITS OF PRACTICING MINDFULNESS

**Reduced stress and anxiety:** Mindfulness has been shown to be effective in reducing stress and anxiety. By focusing on the present moment, you can avoid getting caught up in worries about the future or regrets about the past.

**Improved mental health:** Mindfulness has been shown to be helpful for people with depression, anxiety, and other mental health issues. By developing a greater awareness of your thoughts and emotions, you can learn to manage them more effectively.

**Better sleep quality:** Mindfulness has been linked to better sleep quality. By reducing stress and anxiety, and promoting relaxation, mindfulness can help you get a more restful night's sleep.

**Enhanced cognitive function:** Mindfulness has been shown to improve cognitive function, including attention, memory, and decision-making. It can also enhance creativity and problem-solving skills.

**Better physical health:** Mindfulness has been linked to a range of physical health benefits, including lower blood pressure, improved immune function, and reduced pain.

**Increased self-awareness:** Mindfulness can help you develop a greater sense of self-awareness, including awareness of your thoughts, feelings, and physical sensations. This can lead to greater self-understanding and self-acceptance.

**Improved relationships:** Mindfulness can also help improve relationships, by promoting empathy, compassion, and non-judgment. By being more present in your interactions with others, you can deepen your connections and improve your communication skills.

Mindfulness is a simple but powerful practice that can have a profound impact on your overall well-being. Whether you're looking to reduce stress, improve your mental health, or simply become more present in your daily life, mindfulness is definitely worth exploring.

*Practicing mindfulness can have a wide range of benefits for your physical, mental, and emotional well-being.*

So, how can you practice mindfulness? There are many different techniques and exercises you can try, but the key is to find what works best for you and make it part of your regular routine. Check out our mindfulness worksheet on the next page for some of the most simple and common ways to start incorporating mindfulness into your day.

Learn more or find additional resources at [norcen.org/StressLess](http://norcen.org/StressLess)



# Mindfulness 101

Practicing mindfulness regularly can have a profound impact on your life, bringing benefits that extend far beyond the mind. Whether you're seeking to improve your mental and emotional well-being, reduce stress, or enhance overall focus and productivity, **mindfulness is a powerful tool that can help you achieve your goals.** Over the next week, explore the wide range of mindfulness techniques listed below. From simple breathing exercises to body scans and visualization techniques, each exercise offers a unique opportunity to cultivate mindfulness and deepen your sense of awareness. As you try out each technique, pay close attention to how it makes you feel and consider incorporating those that resonate with you into your daily life moving forward.

## Breath Awareness



Take five minutes to sit comfortably and focus on your breath. Close your eyes and breathe in deeply through your nose, filling your lungs with air. Then exhale slowly through your mouth. Focus your attention on your breath and let all other thoughts drift away. Try to do this for five minutes.

## Body Scan Meditation



Take 10 minutes to practice a body scan meditation. Lie down or sit comfortably and focus your attention on each part of your body, starting at your toes and moving up to your head. Pay attention to any sensations or discomfort, but avoid judging or analyzing, simply observe..

## Gratitude Practice



Take a few moments to reflect on three things you're grateful for today. Write them down in a journal or simply take a mental note. Try to focus on small things that you might usually take for granted, such as a beautiful sunset or a kind word from a friend.

## Mindful Listening



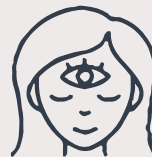
Take a few moments to listen mindfully. Find a quiet place and focus your attention on the sounds around you. Notice the different tones, pitches, and rhythms of the sounds. Avoid labeling or judging them, simply observe them.

## Mindful Eating



Take time to savor your food by eating slowly and mindfully. Focus on the flavors, textures, and smells of your food, and pay attention to your body's hunger and fullness cues. Avoid distractions like screens or reading while you eat.

## Self-Compassion



Practice self-compassion by treating yourself with kindness and understanding. Take a few moments to reflect on your strengths and accomplishments. Focus on positive self-talk and avoid negative self-criticism.

## Nature Walk



Take a walk outside and focus on the beauty of nature. Pay attention to the sights, sounds, and smells around you. Notice the sensation of the sun on your skin, the breeze in your hair, and the feeling of the ground beneath your feet.

## Digital Detox:



Take a break from your phone, computer, and other digital devices for a set amount of time each day. Use this time to connect with nature, read a book, or simply be present in the moment.

Learn more or find additional resources at [norcen.org/StressLess](http://norcen.org/StressLess)



## Stress Relieving EXERCISES OF THE WEEK

SUPPLIES NEEDED: 1 STRESS BALL

### Exercise 1: The Squeeze Race

Set a timer for 1 minute and see how many times you can squeeze a stress ball with one hand. Then, switch to the other hand and repeat. Keep track of your total number of squeezes for both hands. Challenge yourself to beat your previous score each day this week. Bonus points for making funny faces while squeezing!

### Exercise 2: Stress Ball Breathing

Use your stress ball as a meditation tool by squeezing it while focusing on your breath. Inhale through your nose for 6 squeezes. Hold your breath for 6 squeezes. Exhale through your mouth for 8 squeezes. Repeat 4 times.

### Exercise 3: Stress Ball Finger Stretch

Place the stress ball between your fingers and squeeze it gently. Then, roll the ball between your fingers in a circular motion. This activity helps to stretch your fingers and relieve tension in your hand muscles.



## Can You Help Our Community Treatment Youth Program?



The NCHC Community Treatment Youth Skill Development Groups are in need of recreation items this summer!

We are looking for any donations of recreation equipment for:

- Tennis\*
- Fishing\*
- Baseball
- Disc golf, etc.



\*Tennis and fishing equipment are in biggest demand.

**Donations can be dropped off in the Wausau Campus Community Treatment Office by Wanda McCarthy at Door #24.**

## 5th Annual Hands Around the Courthouse



In honor of Strengthening Families Month, Marathon County Social Services hosts a Hands Around the Courthouse observance. Join us as we join hands to bring awareness to child abuse and help strengthen and support the families of our amazing community.

All are welcome, Rain or shine!

Please wear blue to support the cause!

**Tuesday, April 25, 2023**  
**4 p.m.—5 p.m.**  
**Marathon County Courthouse**

For details, contact Abbir Rusch at [Abbigail.Rusch@co.marathon.wi.us](mailto:Abbigail.Rusch@co.marathon.wi.us) or 715-261-7607.

Please use the parking ramp on 5th Street. We will meet on the east side of the Courthouse (facing 6th Street)





# PEEPS DIORAMAS FROM HIM TEAM!

# PHOTOS OF THE WEEK



## EASTER CHEER

FROM THE HEALTH INFORMATION MANAGEMENT (HIM) TEAM

H.I.M. CELEBRATED EASTER EARLY, WITH A FRIENDLY PEEP DIORAMA COMPETITION!



### PEEPS DIORAMAS CREATED BY THE HIM TEAM

A diorama is a crafted 3D scene, typically made to a life-size scale (as seen in museums and tourist hotspots) or as a miniature model. The HIM team on the Wausau Campus had some fun with a favorite Easter candy and created Peeps Dioramas to share! It was a "look, but don't eat", but SO CREATIVE!!!! Can you guess who made each diorama??







**HEALTH INFORMATION  
POWERS  
INNOVATION**

AHIMA® HIP Week® 2023

AHIMA® HIP Week

Celebrate the impact that Health Information Professionals have on the quality of patient care around the globe.

**April 17-21, 2023**

hipweek.org

**CELEBRATING HEALTH INFORMATION PROFESSIONALS WEEK AT NCHC!**

Heather Zanon

Chris Laurent

Michelle Sczygelski

Andrew Doster

Brooke Williams

Travis Kurth

Constance (Connie) Van Dyke

Alice Heglund

## WEB RESOURCES AVAILABLE TO HELP EMPLOYEES REVIEW THE WISCONSIN RETIREMENT SYSTEM (WRS) STATEMENT OF BENEFITS

### NCHC Wisconsin Retirement System (WRS) Employee Statements Recently Mailed to Homes

ETF's online resources are available to assist members in reviewing their Wisconsin Retirement System Annual Statement of Benefits, which are being distributed in April.

The statement is a summary of a member's WRS pension account, including year-end balances, beneficiary designations and other important account information as of December 31, 2022. Statements were recently mailed to homes.

Be sure to carefully review your statement. Do you have any questions? This is also a good time to assess your financial plan. How can you grow your retirement income?

In the **Statement of Benefits** ([www.etf.wi.gov/members/statement](http://www.etf.wi.gov/members/statement)) section of the website, you'll find easy-to-use resources:

- o Interactive sample statements provide explanations of content and links to other information
- o Frequently asked questions on how to update your name or address, change your beneficiary(ies), calculate a benefit, make additional contributions and more
- o Quick links to forms, online calculators and related webinars

### Need Assistance?

- o Active employees (currently working for a WRS employer): If you believe your statement is incorrect, contact your employer's payroll office.
- o Inactive employees (no longer working for a WRS employer) and alternate payees: If you believe your statement is incorrect or have questions, contact ETF.
- o Register for the webinar, Understanding Your Annual WRS Statement of Benefits

### Account Contact Information

Please keep your contact information (name and mailing address) current to ensure you continue to receive important communications from ETF.





## Position Postings

### Title: Dietary Aide - Transport

Status: Full Time

Location: Dietary Services, Wausau

Work involves resident centered dining service, food assembly, dish room assembly, pot-n-pan clean up, cafeteria service, as well as general housekeeping tasks. Pay starts at \$14.50/hour and up to \$16 hour. 1.0 FTE (80 hours per pay period) Monday - Friday 9:00 am - 5:00 pm, works every other weekend and holiday rotation.

Apply Online: <https://bit.ly/3IM79YE>

### Title: Dietary Aide - Pine Crest

Status: Part Time

Location: Pine Crest, Merrill

Work involves resident centered dining service, food assembly, dish room assembly, pot-n-pan clean up, cafeteria service, as well as general housekeeping tasks.

Apply Online: <https://bit.ly/3numYUx>

### Title: Crisis Professional

Status: Full Time

Location: Crisis Services, Wausau

Starting pay for Non-Bachelors level is \$20.00 and Bachelors level is \$23.50/hour and Masters level is \$26.25/hour (plus shift differential of \$1.50 for PM shift and \$2.50 for NOC shift) Shift time - 10a - 8p Shift time - 12p - 12a Provide crisis intervention, crisis counseling for individuals and families, referral and short-term follow-up, and collaborative community consultation, and education. Perform crisis line risk assessments to evaluate and triage to the most appropriate treatment setting. Full Time 0.9 FTE (72 hours per pay period) PM works every other weekend and holiday.

Apply Online: <https://bit.ly/3FYJZoY>

## Employee Health & Wellness Center



### Open House!

#### Come and tour your newly remodeled Employee Health & Wellness Center!

All North Central Health Care employees and their families are welcome to come and check out the clinic at the North Central Health Care Campus!

#### Join Us at the Open House!

**April 17**  
4:00 pm – 6:00 pm  
and

**April 18**  
8:00 am – 10:00 am

#### Location:

1000 Lake View Drive  
Wausau, WI  
North Central Health Care Campus  
Door 34

Meet the staff and learn about the convenient care available to you.

#### The staff will be there to greet you:



Theresa Micke, PA-C



Joseph Stepanik, OHT



Sara Cordrey,  
Administrative Specialist



### SKIN SCREENING

#### Available in May

The Employee Health & Wellness will be offering skin screening dates coming up in May. More information is coming soon, but mark these dates on your calendar:

**May 9: 8-11 am**

**May 11: 2-6 pm**

**May 16: 8-11 am**

**May 18: 2-6 pm**

Appointments are required and if those dates don't work out, we can always find other times when patients call.

Patients can call 715-843-1256 and start scheduling now if you would like!



# FrontLine

Frontline | April 2023

Employee Assistance Program | [ascensionwieap.org](http://ascensionwieap.org) | [eap@ascension.org](mailto:eap@ascension.org) | 800.540.3758

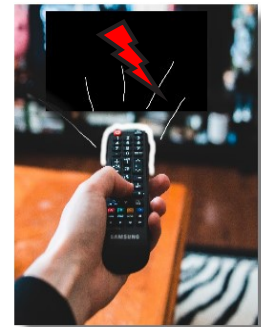
## Absenteeism: #1 Cause Is Depression



**A**re you missing work for any of the following reasons? Lack of energy and motivation, making it challenging to get out of bed; not being able to concentrate at work, and feeling more exhausted if you try to do so; feelings of worthlessness or guilt, making you feel you aren't good enough to be at work; fatigue, headaches, or stomach issues that seem to zap your energy; or feeling so anxious and nervous about interacting with others that you stay home. Any of these may be related to depression. Talk to your Employee Assistance Program, a doctor, or another professional. An assessment takes only minutes, and there are helpful ways to get you back on the job. Depression is the #1 issue contributing to absenteeism, according to the U.S. Centers for Disease Control, and the behaviors above are the most common symptoms.

## Should You Consume Less News?

**B**roadcast news can be distressful, but if it's causing too much unease, be more strategic about consumption. Set aside a specific time daily to catch up, but only to your limit of exposure. You'll avoid "doom scrolling"—the behavior of frequently checking news, especially online, to see what is being publicized.



You'll feel more in control. Engage in mindfulness and meditation to reduce anxiety. Easily learned, these stress management techniques can quickly calm your mind and are powerful resilience tools for general stress management. Mindfulness involves the skill of focus, while meditation involves focusing on your breath or a mantra to help quiet your mind. Learn about meditation and mindfulness techniques. Find expert articles at [Wikipedia.com](http://Wikipedia.com).

## April 2023 Organizational Learning Modules



Log into the learning management system (LMS), *UKG Pro Learning*, to complete the following training modules:

- **Code of Conduct 2023** (20 minutes)
- **Complete any outstanding assignments**

Each month staff are assigned 30-60 minutes of organizational training that needs to be completed by the due date.



# HAVE YOU UPDATED YOUR BENEFICIARY FOR YOUR WISCONSIN RETIREMENT SYSTEM?

This a friendly reminder that NCHC does not manage your beneficiary designations for WRS and if you do have questions please call the WRS directly at 1-877-533-5020?

## Beneficiary Designation Instructions

Personally identifiable information such as your Social Security number, birth date, etc., will not be used for any purpose other than for the administration of the benefit programs administered by ETF.

**Who Completes a Beneficiary Designation**  
If you are the owner of a Wisconsin Retirement System account from which a death benefit or life insurance benefit would be payable upon your death, you may file a Beneficiary Designation. Most WRS participants, some alternate payees (former spouses/domestic partners) of participants and some beneficiaries of deceased participants are eligible to file. **If no Beneficiary Designation is on file WRS, death benefits and life insurance benefits will be paid according to the statutory standard sequence in effect on the date of death as explained in the "Naming Standard Sequence" section.**

**Special Note to Annuitants:** If you selected a WRS joint and survivor annuity when you retired, you can never change the named survivor that you named on your WRS annuity application. Filing a Beneficiary Designation form does not change your named survivor.

### Completing a Beneficiary Designation

**Clarity.** Our objective is to ensure prompt payment of any death benefits available upon your death, as specified by you on the Beneficiary Designation form. Clarity is necessary when you complete a Beneficiary Designation form. In order to avoid any questions as to your intent, ETF staff will review your designation and may reject it if it is unclear or confusing.

**Note:** Nicknames, overwriting, erasures, "white-out," crossed-out words, numerals denoting order of beneficiaries, special instructions and notations, references to future events, or use of the word "or" in naming beneficiaries will result in your **rejecting your designation and returning it to you.** Designations by letter, previously submitted designations that have been altered, designations with extra non-terms pages attached will also be rejected.

**Simplicity is important.** Because your designation may remain in effect for many years and applies to all benefit plans and accounts to which you may become entitled, we recommend against filing lengthy or complex designations. If you wish to name a large number of beneficiaries, anticipate frequent changes in your benefit plan or prefer to make special arrangements on some benefits, you should consider naming your estate or a trust. Your death benefits account, or want to impose special conditions on your will should be administered by ETF would then be distributed according to your will or trust document. Payment is issued to the trust or estate, not to the trustee or estate representative.

**Top of form.** Your name, address, Social Security number, birth date and telephone number should be typed or printed in ink (not pencil) at the top of the Beneficiary Designation. This information is required.

**Sign and date.** After designating a beneficiary or beneficiaries, sign and date the designation at the bottom of the page. Unsigned and/or undated forms will be rejected and returned to you. Forms dated with a future rather than a current date will be rejected and returned to you.

**Guardian/Conservators.** A legal guardian or conservator of the estate who has appropriate legal authority may sign a Beneficiary Designation form on behalf of a participant. The guardian or conservator must also submit a photo-copy or facsimile of the court order of guardianship or conservatorship.

**Submit the form to ETF at the address listed at the top of the form.** Make a photocopy of the completed form and keep for your records. An acknowledgment notice will be sent to you.

**Effective for all benefit plans and accounts.** Unless otherwise specified on the Beneficiary Designation form (in the box below the tertiary section, above the signature line), a Beneficiary Designation form filed with ETF will apply to the benefits payable upon your death from all benefit plans and accounts administered by ETF. You may designate beneficiaries for separate benefit plans and WRS accounts. Separate benefit plans are life insurance and Deferred Compensation Program. The separate WRS accounts you may hold are your own account and/or those you may own as a beneficiary or alternate payee.

**Other Life Insurance.** The designation of a beneficiary filed with ETF does not apply to any life insurance program not administered by ETF. Designation is received and approved by ETF, it remains in effect until you file a new designation or until there are no further benefits payable.

**When effective or invalid.** Once a properly completed Beneficiary Designation is received and approved by ETF, it remains in effect until you file a new designation or until there are no further benefits payable.

**EXCEPTION:** This designation will be set aside, and standard sequence will govern payment of your retirement account death benefits, if ETF makes a mandatory distribution of your retirement account to you. Designations continue to be applicable to any life insurance or beneficiary account that may be payable, if you subsequently reestablish eligibility for benefits after closing an account, the previously filed Beneficiary Designation is invalid.

**NOTE: A divorce, annulment, or similar event will not invalidate a Beneficiary Designation which named your former spouse.** To remove a former spouse as a beneficiary, you must file a new designation.

**Payment progression.** If some of your primary beneficiaries die before you, your death benefit will be divided among those primary beneficiaries who are still living. Secondary beneficiaries will receive benefits only if no primary beneficiary survives you. Tertiary beneficiaries will receive benefits only if none of your primary or secondary beneficiaries survives you.

**Equal shares unless otherwise specified.** If you name two or more persons as beneficiaries at one level (primary, secondary or tertiary), payment will be made in equal shares to the beneficiaries at that level unless you specify a percentage for different beneficiaries. If you specify percentages to be paid to beneficiaries at one level, the percentages at each level must total 100%.

Continue to back for further instructions  
Page 2 of 3

\* ET - 2320 \*

Wisconsin Department of Employee Trust Funds  
P.O. Box 7931  
Madison, WI 53707-7931  
etf.wi.gov  
1-877-533-5020 (toll free)  
Fax: (608) 267-4540

**Beneficiary Designation**  
Wis. Stat. § 40.02 (8) (a) and 40.74

Do not submit to your employer  
Refer to instructions on reverse

Complete if applicable  
Beneficiary of:  
Alternate Payee of:

Type or print in ink

Your name First Middle I. Last Former/maiden  
Your address (Street number and street name)  
City State ZIP Code

Your Social Security number or ETF ID  
Your birth date (MMDDCCYY)  
Your weekday telephone number (Include area code)

Any benefits payable by the Wisconsin Retirement System and Life Insurance program at my death shall be paid in EQUAL SHARES, unless otherwise specified, to the following primary beneficiary(ies) who survive me.

Name (First, Middle I., Last)	Relationship	Birth date (MMDDCCYY)	SSN	Address (street, city, state, ZIP code)

In the event all primary beneficiaries die before me, the death benefit shall be paid in equal shares, unless otherwise specified, to the following secondary beneficiary(ies) who survive me.

Name (First, Middle I., Last)	Relationship	Birth date (MMDDCCYY)	SSN	Address (street, city, state, ZIP code)

In the event all primary and secondary beneficiaries die before me, the death benefit shall be paid in equal shares, unless otherwise specified, to the following tertiary beneficiary(ies) who survive me.

Name (First, Middle I., Last)	Relationship	Birth date (MMDDCCYY)	SSN	Address (street, city, state, ZIP code)

If this designation to apply only to specific benefit plan(s) or account(s), use this space to specify the benefit plan(s) or to which you want this designation to apply. See "Effective for all benefit plans and accounts" section on the reverse side before this section.

I, Wis. Stat. § 943.395 provide criminal penalties for making false or fraudulent claims on this form and hereby certify to the best of my belief, the above information is true and correct.

Signature (Do not print) \_\_\_\_\_ Date signed (MMDDCCYY) \_\_\_\_\_ DATE

This form is signed is not the date it becomes effective. A Beneficiary Designation form does not become effective until received and approved by Employee Trust Funds. The person filing the designation must still be alive when ETF receives the form. An acknowledgment will be sent to you when the form has been reviewed and accepted. Invalid designations will be rejected and returned to you.

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The form is available online at [www.norcen.org/ForEmployees](http://www.norcen.org/ForEmployees)



Helping You Turn Over a New Retirement Leaf

Let's talk retirement

## WISCONSIN DEFERRED COMPENSATION PROGRAM

Join the conversation!

Meeting with your WDC Retirement Plan Advisor is an easy way to help make sure your savings and spending strategy fits you and your future. Schedule a one-on-one appointment. Additional virtual meeting dates and times can be found at [https://nc\\_wisconsin.timetap.com/#/](https://nc_wisconsin.timetap.com/#/).

**Next meeting:**  
Individual Retirement Readiness Review with Shawn Bresnahan

**Pine Crest, Merrill**  
Thursday, April 27th Merrill, Classroom 9-11am

**Antigo Center**  
Thursday, April 27th, Group Room, 1-2:30pm

**Register Online at [https://nc\\_wisconsin.timetap.com/#/](https://nc_wisconsin.timetap.com/#/)**

**What to bring to your one-on-one meeting once enrolled:**

- Wisconsin Retirement System statement
- Social Security statement
- Other retirement account information
- Current paycheck stub (if applicable)



# 2023 1st Quarter EMPLOYEE UPDATES



**DID YOU MISS 1ST QUARTER EMPLOYEE UPDATES?**  
If so, you can catch the video link coming out this week!



If you were unable to attend Employee Updates for 1st Quarter, the "band was all there!" You can still catch the video link coming out via email, UKG Learning and via our NCHC Facebook Communications Page later this week!



Jason Hake on Lead Guitar, Jarret Nickel on Drums, Jennifer Peaslee on keyboard, Vicki Tylka on Lead Vocals and Gary Olsen, NCHC Band Manager.

## Powerful Tools FOR Caregivers

Take Care of Yourself, While Caring for a Loved One.

Caregivers provide so much to others as they care for a loved one such as a spouse, parent, neighbor, aunt or anyone. Powerful Tools is about how caregivers can care for themselves too.

Explore how to reduce stress, guilt, anger and depression. Improve your decision making and time management and communication skills.

This 6 week program is being offered at the ADRC-CW Wausau office.

Registration for this free program required.



Thursdays  
April 20- May 25, 2023  
from 1:00-2:45 pm

ADRC-CW  
2600 Stewart Ave, Ste 25  
Wausau

715-261-6070  
www.adrc-cw.org



# Scrub Sale!

Monday, May 1  
1:00pm - 3:00pm  
Pine Crest • Merrill

Payroll Deduction - Cash - Credit Card



Sign-up to get email reminders and a coupon to use on our next visit!

Scan the code with your phone:



Can't scan the code above? Go to [scrubsonwheels.com/remind-me](http://scrubsonwheels.com/remind-me) and use the code below to sign up:

74HJB8



Phone: 866-727-8273

Fax: 574-970-0382

www.scrubsonwheels.com





# 2023 Wisconsin Statewide Tornado Drill

## Thursday, April 20<sup>th</sup>, 2023

1:45pm and 6:45pm

Please reserve these times to discuss and practice your tornado and severe weather safety and sheltering plans.

### What will happen:

- NOAA Weather Radio Weekly Test
- Some municipalities will sound sirens.
- Some TV/radio stations will briefly cut into programming
- Social Media Posts

### What will NOT happen:

- ❑ Wireless Emergency Alerts
- ❑ Push notifications on phones
- ❑ Test Watch/Warning



Educational Communications Board



## 2023 TORNADO AND SEVERE WEATHER AWARENESS DRILLS

### 2 Drills Scheduled for Thursday, April 20, 2023

The 2023 Tornado Drill will consist of a mock tornado watch and a mock tornado warning issued for all NCHC locations. This is a great opportunity for North Central Health Care to review our policies on this. Please log in and review your Severe Weather Policy and Procedure in UltiPro/UKG Pro Learning.

Please review the attached critique worksheet. This will be used during the drill to provide discussion points in addition to the attached sign in sheet. All managers will be completing this critique and turning in along with sign in sheet.

### Thursday, April 20 DRILL SCHEDULE:

- 1:15 p.m. – NCHC issues a mock tornado watch and warning
- 6:45 p.m. – NCHC issues mock tornado watch and warning

On NCHC phones, there will be a mock Tornado Watch and Warning broadcast and all NCHC phones will have the Informacast message displayed. All staff are to “verbally walk through” in their departments what they would do during a live event and follow the information provided on the Informacast displayed.

In Langlade and Lincoln County locations, an overheard announcement will be made by NCHC staff in the locations. Sirens will not be heard. All staff are to “verbally walk through” in their departments what they would do during a live event.

### IMPORTANT REMINDERS

**\*This is a “verbal walk-through” drill only. We do not want you to evacuate patients/residents/clients, however, all staff should be able to articulate clearly where and how they would evacuate in a real situation.**

\*Make sure you are using the online policy system in UKG Pro Learning, badge buddies and Connections guide as your reference. Practice how you get into the UKG Pro Learning system and find these policies. Determine if the overall policy covers your staff’s needs for information or if you need to develop a department-specific procedure to address any details.

### PARKING REMINDER FOR WAUSAU CAMPUS

**Parking Lot C - Employees Should Park in Furthest Spots from Entrance Only**

For employees who park in the Aquatic Services parking lot C on the Wausau Campus, please remember to park at the back, not in the front/close parking spaces. Please reserve these for our patients who are coming in for therapy. Thank you!

### LOST YOUR GLASSES?

**Lost & Found Located at MVCC Guest Services Desk**

A pair of prescription glasses were found outside the Crisis Center on the Wausau Campus. If you have lost your glasses and want to be reunited, please contact the Guest Services Desk at x4220 on the Wausau Campus.



### LACTATION ROOMS NOTICE

**Please Respect the Use of Rooms**

Lactation rooms are private spaces provided by NCHC for new mothers to express breast milk. Proper use of these rooms involves following the NCHC’s policy regarding lactation rooms, keeping the space clean and tidy, and respecting other users’ privacy. It is important to use lactation rooms as intended to support working mothers’ needs and their babies’ health.

Please do not use lactation rooms for purposes other than expressing breast milk, such as taking personal breaks, reading, or resting. These spaces are designated for specific use and should not be repurposed for any other function. Thank you for respecting the intended purpose of the lactation rooms and for your Person-Centered Service.

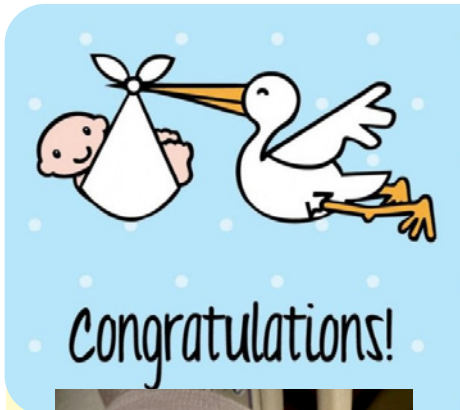


### UKG DESKTOP ICON UPDATE Check Your Email for Complete Instructions

A new UKG desktop icon (above) has begun displaying on your PCs and laptops. UKG allows staff to access things like viewing and printing your paystub, requesting PLT, and UKG Learning Modules, to name a few. Please restart your computer so that the icon may refresh on your desktop. The old UltiPro icon shown here cid225941\*image005.jpg@01D967AF.52D63CD0 will be removed from your desktop effective Monday, April 17th.

To ensure that the new icon is working correctly on your NCHC work computers, all staff will need to complete a one-time setup of the SSO feature (Single Sign-On) that is now part of the desktop UKG icon.

On your NCHC computer, click on the new UKG icon and follow the prompts. A full set of instructions were sent out via email to all-staff. Please check your inbox!



### WELCOME BABY HANNAH ROSE

Hannah Rose was born on Wednesday, April 12 at 6:59 am weighing in at 7 lbs 5 ounces and 19 inches long.



Kou Moua is our happy NCHC momma. Kou is a case manager in Community Treatment Adult Wausau. Congrats!!!



## NERD ALERT

WEEKLY TECH TIPS FROM IMS

### ORACLE CERNER TIP: CLEAR BROWSING DATA TO OPTIMIZE E-SIGNATURE FUNCTIONALITY

**Purpose:** Minimize or Maximize all Windows but the Active Desktop Window.

#### What is the Difference Between Browser Cache and Cookies?

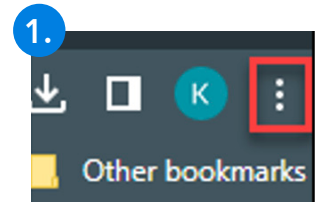
When visiting a website, the cache downloads items such as font styles and images, so the browser does not need to load the same content each time the user goes back to that website. On the other hand, cookies download and store information the user enters, typically about themselves.

#### Why is this relevant at NCHC?

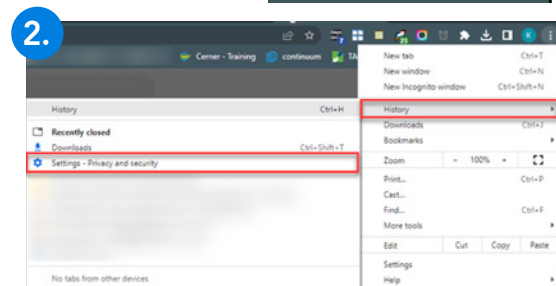
Although cache and cookies are created to optimize user experience, deleting it occasionally can reduce issues. At times, E-Signature may give the user an error that they're not logged in due to a broken single sign-on (SSO). The user can try this tip before calling the helpdesk.

#### HOW TO CLEAR CACHE ON THE GOOGLE CHROME BROWSER:

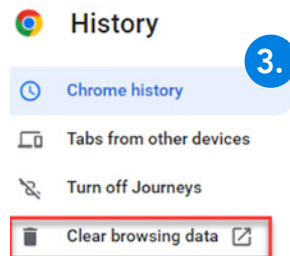
1. Click the Tools menu (three dotted lines in the upper-right corner).



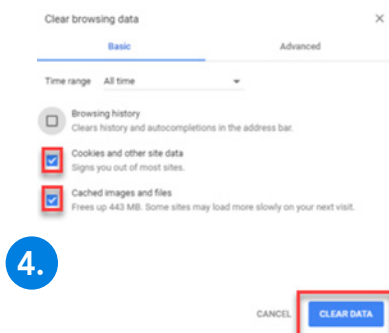
2. Select History or use the shortcut ctrl + h.



3. Select Clear Browsing Data from the left-hand side.



4. Check Cookies and other site data and Cached images and files. Then click Clear Data.

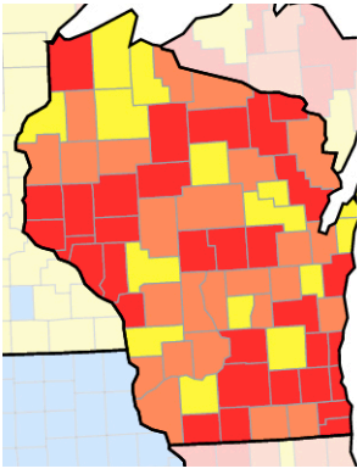


STAY TUNED FOR FUTURE TIPS!

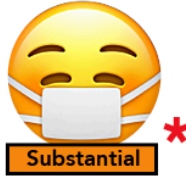




CURRENT TRANSMISSION LEVELS BY COUNTY | APRIL 17, 2023



MARATHON



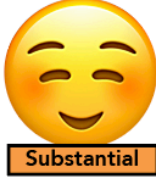
**MVCC: ALL AREAS**  
Masks **REQUIRED** at ALL TIMES: **OUTBREAK.**

\* **Marathon County:** Please follow masking requirements for **HIGH LEVEL** until 4/20/23. Need to be below HIGH level for 2 consecutive weeks.

LINCOLN



LANGLADE



Pine Crest is now out of outbreak and Lincoln County Covid Transmission Level is no longer in the High category.

Staff at Pine Crest can now be mask-free, if desired in all areas. Transmission levels are updated weekly on Wednesdays.

Based on your county's transmission levels noted above, please take the following actions for your county of service:



**All Nursing Home and Hospital Locations (Adult & Youth):**  
Staff, visitors and patients are **REQUIRED** to wear masks at all times in all areas including hallways, waiting rooms and meetings that include residents or patients.

**Non-Nursing Home and Non-Hospital Locations:**  
Face masks are **RECOMMENDED**, but **not required** by staff, patients and visitors, **except** for when social distancing cannot be maintained in private offices, therapy rooms, exam rooms and while transporting any patient, client or resident in a personal or NCHC vehicle.

**All Staff at ALL locations may remove masks while working alone in private offices, employee-only access areas and in areas prohibited to patients or residents, like staff-only meeting rooms, offices or lounges.**

OR



- Surgical face masks or face coverings are NOT REQUIRED at any NCHC locations at these Levels.**
- Employees will follow all Covid-19 Confirmed/Suspected Precautions posted in all units or patient/resident rooms.
- All units and program areas under **outbreak precautions** will continue to require masks until out of outbreak. Follow all outbreak signage posted within unit or facility.



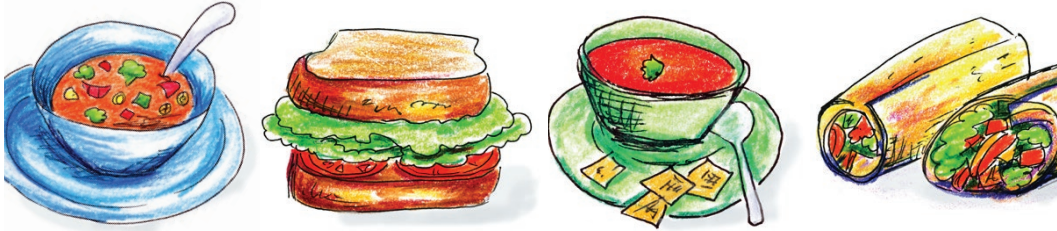
Get your **FREE** at-home test kits!

The State of Wisconsin is offering free, rapid, at-home COVID-19 test kits to residents of eligible communities. Visit their online website to get test kits shipped to your home at no charge. <https://sayescovidhometest.org/>



# WHAT'S FOR LUNCH?

## WAUSAU CAMPUS EMPLOYEE CAFETERIA



Due to recent cost increases with food, some items in the Bistro and the Wausau Campus Café will be increasing in cost.

### BREAKFAST HOURS

9 AM – 11 AM

### LUNCH HOURS

MONDAY – FRIDAY

11:30 AM – 1:30 PM

HOT FOOD BAR \$.45/OUNCE  
(Weekdays Only)

### GRAB-N-GO HOURS

MONDAY – FRIDAY

9 AM – 5:30 PM

### WEEKENDS:

GRAB-N-GO ONLY

## APRIL 17 – 21, 2023

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MAIN	Ranch Pork Medallions Baked Yams Mixed Veggies	Chicken Lasagna Tossed Lettuce Salad Breadstick	Baked Fish Cheesy Baked Potatoes Seasoned Cabbage	Cranberry Glazed Chicken Garden Long Grain & Wild Rice Parslied Carrots	Salmon Patty Boiled Potatoes Creamed Peas
SOUP	TBD	TBD	French Onion Soup	TBD	Chili
DESSERT	Peaches & Cream Dessert	Frosted Banana Bar	Caramel Apple Crisp	Ice Cream Cup	Peanut Butter & Jelly Brownie

## APRIL 24 – 28, 2023

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MAIN	Cheesy Meatloaf Baked Potato Wax Beans	Vegetable Beef Stew Biscuit Creamy Coleslaw	Turkey & Dumplings Buttered Peas Dinner Roll	Shredded Roast Beef Mashed Potatoes Gravy Parslied Carrots	Vegetable Lasagna Broccoli Cuts
SOUP	Turkey Dumpling Soup	TBD	TBD	Beef Noodle Soup	Ham & Bean Soup
DESSERT	Cherry Delight	Bread Pudding with Caramel Sauce	Lemon Burst Poke Cake	Cinnamon Baked Apples	Pumpkin Fluff



# THE BISTRO

MONDAY - FRIDAY | 7:30AM - 3PM  
HOT FOOD AVAILABLE UNTIL 2:30PM

## PANINI OF THE WEEK



**JALAPENO POPPER | \$5.50**

CREAM CHEESE | JALAPENO  
BACON | CHEDDAR

## LATTE OF THE WEEK



*Caramel Mocha*

**\$1 OFF LARGE  
LATTES EVERY  
MONDAY!**

*Ice Cream*  
**BACK FOR THE SEASON!**

## APRIL SPECIALS

ICE CREAM CONE .....1.00  
ROOT BEER FLOAT .....2.00



## LUNCH

- PANINI COMBO (1/2 PANINI, CHIPS, WATER) .....5.00
- TURKEY BACON GUAC PANINI .....6.00
- TURKEY BACON GUAC WRAP .....5.75
- 3 CHEESE PANINI (ADD CHICKEN FOR \$1) .....3.50
- GRILLED HAM & CHEESE PANINI ..... 4.50
- GARLIC BACON PANINI ..... 5.00
- CHICKEN BACON RANCH WRAP .....5.25
- CHEESE QUESADILLA (ADD CHICKEN FOR \$1) .....4.50
- CALZONE ..... 4.50/5.00
- CHEF SALAD/CHICKEN SALAD .....5.50

*\*Please note: All sales subject to Sales Tax.*





# Continual Readiness FLASH FRIDAYS



EDITION 10

North Central Health Care  
Person centered. Outcome focused.



April 7, 2023

Flash Fridays will be distributed weekly on Fridays to prepare you for upcoming surveys like The Joint Commission or State of WI surveys. The Continual Readiness information provided will pertain to all areas within NCHC, from Behavioral Health to Skilled Nursing Care, however some information may be more specific to one survey. Some may only pertain to clinical staff, but always read it thoroughly. If you have questions, ask your Team Leader to explain how the topic relates to your program or department.

**THE JOINT COMMISSION IS COMING SOON! SURVEY WINDOW: FEB. 5, 2023 – AUG. 5, 2024**

## HAND HYGIENE

The Joint Commission will now issue a citation to healthcare organizations if during on-site visits surveyors witness an employee fail to follow correct hand hygiene guidelines. This is intended to improve healthcare workers' compliance with proper hand washing. Poor hand hygiene of healthcare employees is considered a major contributor to hospital-acquired infections. About 722,000 hospital-acquired infections occurred in the U.S. in 2011 and about 75,000 people died with such an infection during their inpatient stay, according to the Centers for Disease Control and Prevention.

## INFECTION CONTROL & PREVENTION

As part of our Culture of Safety, employees, patients, residents, clients and family members are a critical part at NCHC in preventing infections. As an employee, you play an important role in preventing infections and keeping all you care for at work and at home safe.

## CLEANING YOUR HANDS IS THE #1 WAY TO PREVENT INFECTION

Additional ways to break the chain of infection include, using standard precautions and transmission-based isolation techniques, vaccinations, covering your cough and staying home when you are ill. Take time to stop infections in their tracks by adhering to the infection prevention policies.

### When To Perform Hand Hygiene

- Before touching a patient
- Before clean/aseptic procedure
- After body fluid exposure risk
- After touching a patient
- After touching patient surroundings
- After removing any PPE
- Before and after eating

### When To Use Soap and Water

- When a resident/patient is on Contact Plus Precautions (C. diff, Norovirus)
- When hands are visibly soiled with biological contaminants, food, etc.
- After using the bathroom

### When To Use Hand Sanitizer

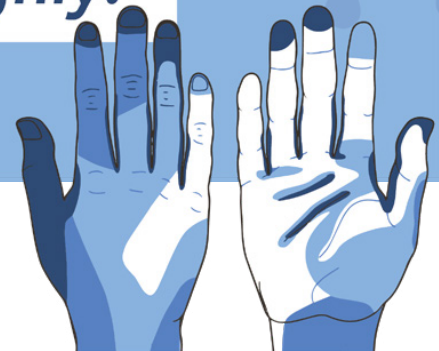
- Use in all other circumstances requiring hand hygiene (listed in when to perform Hand Hygiene above)

Prevent common infection prevention mistakes!

# Wash your hands thoroughly!

Areas most often missed during handwashing

- Most often missed
- Often missed
- Less often missed



**Direct-Care Staff Reminder** Fingernails should be less than 1/4 inch. No artificial nails permitted for any direct care staff or any staff who handle linen, supplies, food, etc.

**Questions?** Contact your manager or team leader and ask them about your role in the survey process.