

*Call 1.888.HREXPRT for  
an answer today!*

JILL E. SCHULTZ  
MPA, SPHR  
HR ADVISOR

2900 Highwoods Blvd  
Raleigh, NC 27604

Phone: 888.473.9778 or  
919.431.6096

Fax: 919.431.6094

E-mail:

jill.schultz@callhrexper.com

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## Healthcare HRAnswersNow

Take advantage of this user-friendly database provided free to all Medical Mutual policyholders. A description of new tools and features and instructions to access this resource are provided below.

### New Tools!

**Job Descriptions Tool** – create custom-made job descriptions. This tool will walk you through detailed questions to establish the essential functions and requirements of your position. Sample wording is provided or you can edit to suit your specific needs. This tool requires you to set up a separate Login.



**Performance Reviews Tool** – rate the performance of each employee using the on-line template. This tool is best for single-use applications. This tool requires you to set up a separate Login.

**White Collar Exemption Advisor** – run any position through the FLSA exemption tests. This tool will help you become familiar with the factors of each exemption test and assist with analyzing any position. Prepare by knowing the major job functions of the position you want to analyze.

**FMLA-ADA Leave Advisor** – learn about employer and employee rights and responsibilities under the FMLA. This tool also describes how FMLA and ADA overlap if you employ 50 or more employees. Select from a list of topics (e.g. eligibility, certification, etc) to target the requirements you want to review.

**Per Diem Lookup Tool** – estimate lodging rates and meal & incidental expenses for a specified time period in a specific city. This handy calculator will provide you with a standardized basis to provide per diem to employees traveling in various cities throughout the United States.

### New User Features!

**Daily News** – numerous federal and state news items per day including national survey results, legislative updates, best practices, case studies, etc. Browse, search or have news e-mailed to you!

**Tracker News** – this feature allows you to filter news to quickly catch up on your hot topics. For example, you can track HIPAA and see all HIPAA-related news and updates for a specified time period.

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**E-mail Notification** – you have the ability to subscribe/unsubscribe to news and updates. Create your profile and select your user options. Once set up, you'll begin receiving e-mails the next day.

**Folders** – place documents into one convenient location (folder) for future reference. Create as many folders as you like!

## Highlight of Existing Features

**Comprehensive State Employment Law database** – review laws specific to your state. Each state law summary includes a section titled 'What the Employer Must Do.'

**Table of Contents** – Search the TOC located on the left side of your screen. Sample topics include: Benefits, Compensation, Employee Info & Records, Recruitment & Retention, State Law Summaries, Federal Employment Law, etc.

**Topic Search** – Enter in a topic and scan the documents which contain your topic. Print, filter, e-mail or save documents as you wish!

## How to Access Healthcare HRAnswersNow

- ◆ Sign In to [www.medicalmutualgroup.com](http://www.medicalmutualgroup.com) using your MMIC policyholder information. Contact the top Administrator at your location (they can give you access) or call Medical Mutual for assistance – 800-662-7917.
- ◆ Once you're signed-in to Medical Mutual's website, click on the link 'Access Healthcare HRAnswersNow' located on the Corporate Overview tab.
- ◆ Important! First time users must create a user id. This user id is different than the information you used to Sign In to the Medical Mutual website. The link – 'Click on this link to create a new user id' – is located on the right side of the Sign In page (see the image below).
- ◆ When you set up your password and Sign In, click the box 'Stay Signed In.' The website is designed to function better if you stay signed in and it is much more convenient for you.
- ◆ When you're ready to end your session, simply close the window or browser tab (ignore the Sign-out link, it is not necessary).

The screenshot shows the Medical Mutual website's sign-in interface. At the top left is the Medical Mutual logo, and at the top right is the CCH AnswersNOW logo with the tagline 'Legal information and workflow solutions'. The main sign-in form includes fields for 'Email Address' and 'Password', a 'Stay signed in' checkbox, and a 'Sign In' button. Below the form is a 'Forgot password?' link. To the right of the form, there is a section for user assistance: 'For any questions about using this site, please contact: Bill Harmon at 877-353-4026 or email [william.harmon@wolterskl](mailto:william.harmon@wolterskl).' Below this is a 'New User?' section with a link: 'Click this link to create a new user id'. A green circle highlights this link, and a green arrow points from a text box to it. The text box contains the instruction: 'If you are signing in for the 1st time since 3/1/11, you are a New User! Create your new password here.'