

Topics Covered

- **Payroll Issues? Please see a brief tutorial on how to Submit an Inquiry**
- **Advanced Practice Providers (APPs) – Important Coding Accuracy Training Message**
- **Advice Regarding Integrated Disability Management – Use a Union Steward / Rep**

Payroll Issues? Please see a brief tutorial on how to Submit an Inquiry and Print your Timecard

Local 7 has raised many concerns about the company's new payroll and compensation system. Please click this link for information regarding how to submit an inquiry in HR Connect and how to print your timecard:

<http://ufcw7.org/files/2021/01/HR-Connect-Issues.pdf>

If you have been shorted wages, and the issue has not yet been rectified, please feel free to file a wage demand following the state of Colorado's process, using the following form (please follow the instruction on the form outlined):

https://cdle.colorado.gov/sites/cdle/files/Demand%20for%20Payment%20of%20Wages%20October%202020_0.pdf

In addition, so that the Union can be aware please provide relevant info through this link so that we can address the issues through our labor contract:

<http://ufcw7.org/members/healthcare/kp-pay-issues/>

Advanced Practice Providers (APPs) – Important Coding Accuracy Training Message

Hello KPCO APPs,

As previously communicated in 2020, Evaluation and Management/Level of Service (LOS) Coding for **outpatient** office visit care delivery has changed, and new coding guidelines are in effect as of January 1, 2021.

The new set of guidelines has a significant impact on how providers document and code for care delivery services.

KPCO desires to ensure that providers are accurately documenting, and coding care delivery services using the new 2021 guidelines and has the following informational training videos via HealthStream:

1. An informational video series detailing the important changes to office visit LOS coding. Please access and view them from this link:
 1. [Medical Decision Making](#) (under 5 minutes)
 2. [KPCO Evaluation and Management-An Introduction to Time-Based Coding](#) (under 5 minutes)
 3. [KPCO Evaluation and Management-LOS Changes for 2021](#) (about 35 minutes)
2. Job aids for LOS coding based on Time or Medical Decision Making (MDM) are attached to provide specific details for LOS code selection.

1. Job aids are provided as a supplement to the video resources in the HealthStream links above.
2. [KPCO Revenue Cycle Announcement](#)

This training is critical to complete. In that vein, Health Plan department managers/support staff have been instructed and advised to support and assist you by holding patient care schedules/templates to complete these coding training videos in a timely manner. Please work with your manager to confirm your scheduled time to complete the videos. If you can fit the training into cancelled patient slots or at another time that doesn't require holding appointments that would also work.

If you have coding specific questions please outreach the Coding Educator assigned to your area, department or building by locating them here:

[Coding Education SharePoint Site](#)

[Coding Educator List By Location](#)

In the meantime, please watch the video, review the job aids, and feel free to reach out to local 7 or nursing leadership with any questions or concerns.

Advice Regarding Integrated Disability Management – Use a Union Steward / Rep

The Integrated Disability Management program allows employees who are temporarily unable to perform their normal job duties to seek an accommodation, even outside of their normal department.

The company has at present three case workers who assist with this process. They are based out of human resources.

If you decide to partake in such a program **Local 7 strongly recommends that you have a union steward or representative present for these meetings and calls with the case workers.** There are times when the company places unnecessary barriers to work through this process, and it's important to have a witness and someone there who can help advocate with you.

In unity,

Nate Bernstein

Director – UFCW Local 7