



Tip Of The Month:

When reconciling medications in SRS, be sure to do it in the following order for it to be accurate for meaningful use:

1. Be sure the medication history consent has been approved and marked with a green checkmark.
2. Click "Transfer Encounter" from the patient's main screen before going in to the Rx screen.
3. From the Rx screen, press the globe icon in the upper right corner to update the medication history.
4. Mark medications as active, discontinued, or intolerant.
5. Be sure all of the check boxes below the medication list are checked.

*If you have any questions, please ask!



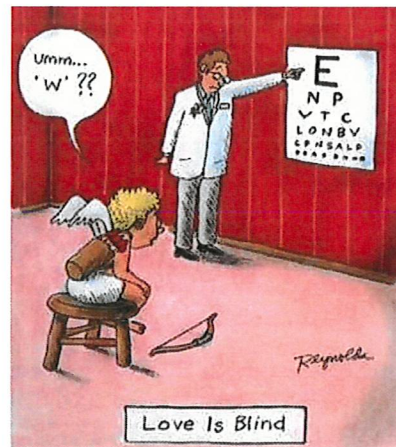
Happy Valentine's Day!

Inspirational Quote of the Month

"If you have good thoughts they will shine out of your face like sunbeams and you will always look lovely."



-Roald Dahl



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- ### HAPPY BIRTHDAY!!!
- Brandy Culp-Hernandez - Feb 1st
 - Cecelia Reist - February 9th
 - Dr. Greg Clariday - Feb 10th
 - Jennifer Williams - Feb 11th
 - Dr. Esther Dunn - February 15th
 - Claudia Morelos - February 15th
 - Dr. Bob Gibson - February 17th
 - Perla Walker - February 17th
 - Cheri Crespo - February 19th
- ~ ~ ~ ~ ~

OFFICE NEWS

Be sure to look over the attached flyers for important information about our insurance benefits, new ID cards, and W-2 forms. Contact Claudia McCabe with any questions.

Have news you'd like to share, comments, or suggestions for future issues? EMAIL me at:

Lcollins@coastaleyassociates.com



IMPORTANT NOTICE

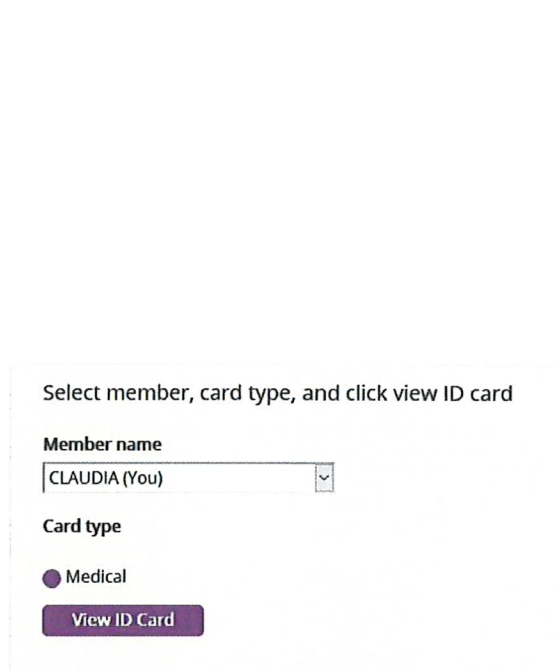
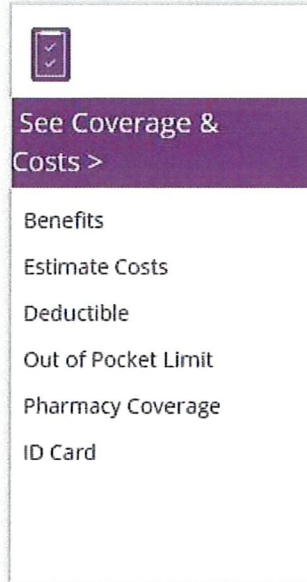


Home | Find Care | Manage Claims | See Coverage & Costs | Stay Healthy | Manage Prescriptions

Effective immediately, all CEA employees participating in our AETNA insurance plan must reprint their ID cards. Current ID Cards will not be effective. Please note - this is only for CEA employees that participate in our insurance plans, not for our patients.

STEPS to reprint your ID Card.

1. Go to <https://www.aetna.com/>
2. Click on LOG IN
3. Access or create your account
4. Go to *See Coverage & Costs*
5. Click on *ID Card*
6. Select *Member Name*
7. Click on *View ID Card*
8. Click on *Print/Download ID Card*



Did you know that your Rx may cost less if you order through the Aetna Home Delivery Mail Rx Service?

- ❖ Your MD office can send the script to Fax: 877-270-3317
- ❖ Or the MD office can call in the Rx to their direct line at: 800-641-6444
- ❖ Members can call 888-792-3862 and a representative will assist you through this process. Call to see how you can save money.

If you have any questions, please contact Claudia McCabe, Human Resources, 281-282-5107 or hr@coastaleyassociates.com.



With the Aetna Mobile app, you can:



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aetna®



WANT TO SAVE MONEY ON ENTERTAINMENT PURCHASES?

Click on <https://www.workingadvantage.com/hroifortune> to create your account and begin saving.

Working Advantage is a special benefit offered by our Payroll provider HROI. It provides Coastal employees access to exclusive savings and special offers not available to the public and can help you save money on hundreds of travel and entertainment options across the country or close to home.

As a member you will receive email alerts about the latest limited-time offers and new products to help you get out, have fun and save money.

You will have **employee-only access to exclusive corporate savings for:**

- Hotels around the world
- Tickets to the country's top theme parks and most popular shows
- Movie tickets and local restaurants and spas
- Top activities and sightseeing excursions in the country's most popular cities
- Shopping offers and rental car discounts from top brands

Some of the benefits include:

- Theme Park & Amusement Park Tickets
- Online Shopping and Service Discounts
- Broadway Theatre
- Movie Tickets
- Ski Tickets
- Hotels Worldwide
- Rental Cars Worldwide
- Zoos and Aquariums
- Family Events
- Water Parks and Seasonal Activities
- Sporting Events
- Recreational Activities
- Museums
- Retail Merchant Gift Cards/Certificates
- Much More

Many thanks to a group of Coastal employees that came across this resource within the HROI website... I encourage you to create an account and peruse the different savings they have to offer such as movies, concerts, spa services, rentals, etc. Please pay close attention to the fine print on all of your purchases. Some purchases may have a quick expiration date.

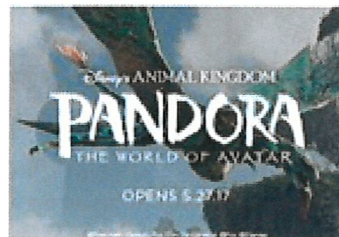
Thanks again and Enjoy!

MOST POPULAR OFFERS



Universal Orlando Resort™

VIEW OFFER



Walt Disney World®

VIEW OFFER



Regal Entertainment Group

VIEW OFFER

Save up to 60% on tickets, travel and shopping!

HROI & Fortune Business Solutions
Employees are eligible for the Working
Advantage discount program.

Register for your FREE account today!

- 1 Go to www.workingadvantage.com/HROI/FORTUNE
- 2 New Users: Sign up to become a member
- 3 Returning Users: Log In



Exclusive discounts include:

Entertainment

Save up to 60% on movie tickets, theme parks, ski resorts, hotels, museums, zoos, attractions, aquariums and more!

Theatre & Events

Find great seats and super deals on a huge selection of Tony Award[®]-winning Broadway shows, family events, concerts and sporting events nationwide.

Shopping & Gifts

Working Advantage has partnered with your favorite online retailers to bring you excellent discounts on apparel, books and music, electronics, office supplies, flowers, food, and home. Don't miss our wide selection of gift certificates for everyone on your list.

Earn Rewards

Look for the Advantage Point symbol and earn points to be redeemed for movie tickets, gift cards, and more.



www.workingadvantage.com/HROI/FORTUNE

or call (800)565-3712



Accessing your W2 tax forms in the Prism HR Employee Portal

To begin, click on this link to get to the login page for the Prism Employee Portal:

<https://houee.prismhr.com/hou/cmd/login>

If you haven't already registered please click on "Register" and fill out the registration information. If you have already registered, just enter your login info to get into the HROI Employee Portal. *If you're having problems with your login or registration, give us a call at (844) 810-8812 and dial 0 to get to the Customer Care Department. We are available Mon.- Fri. from 8:30 am till 5:30 pm EST.*

A screenshot of the HROI login page. At the top center is the HROI logo. Below it is a 'Username' label above a text input field. To the right of the input field is a blue 'Continue' button. Below the input field is a link that says 'Forgot Your Password?'. At the bottom right of the page is a red-outlined 'Register' button. A green callout box with the text 'If you've never registered, click here' has an arrow pointing to the 'Register' button.

HROI

Username

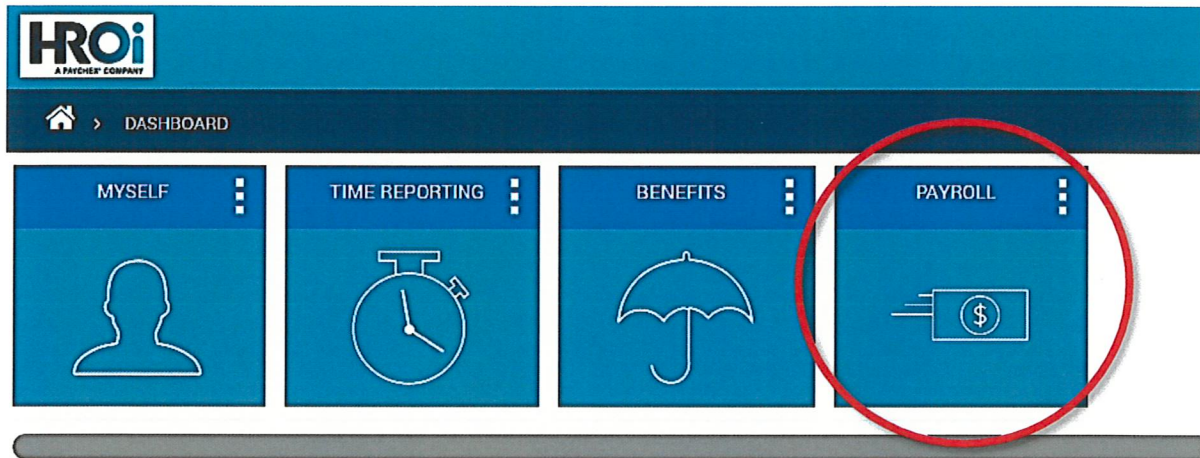
Continue

Forgot Your Password?

Register

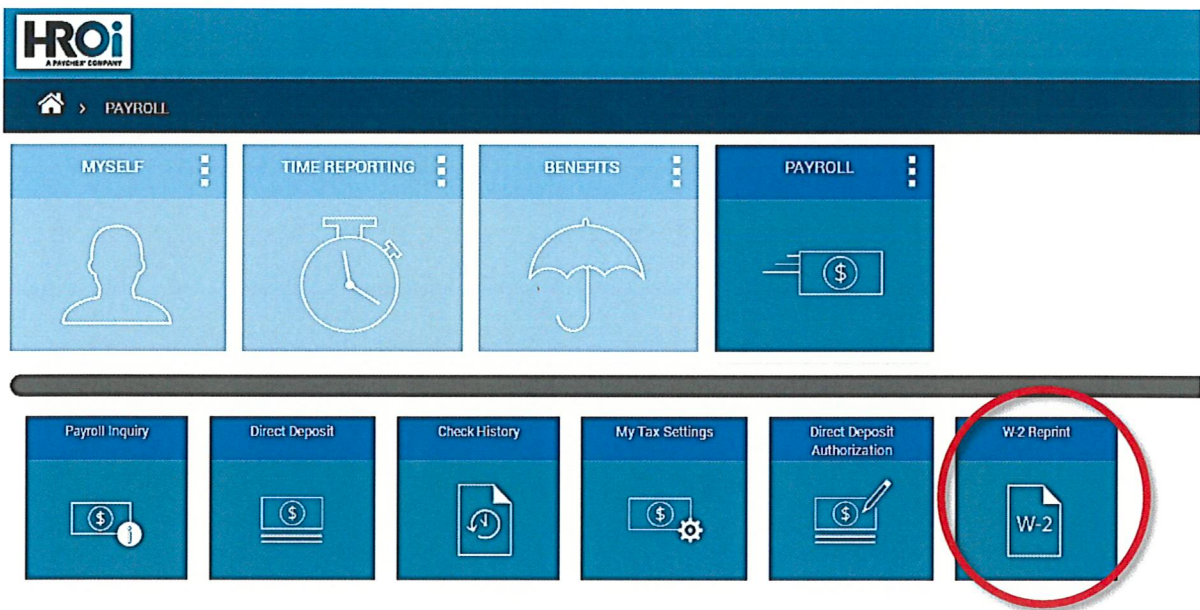
If you've never registered, click here

Once you log in, it will take you to your dashboard:

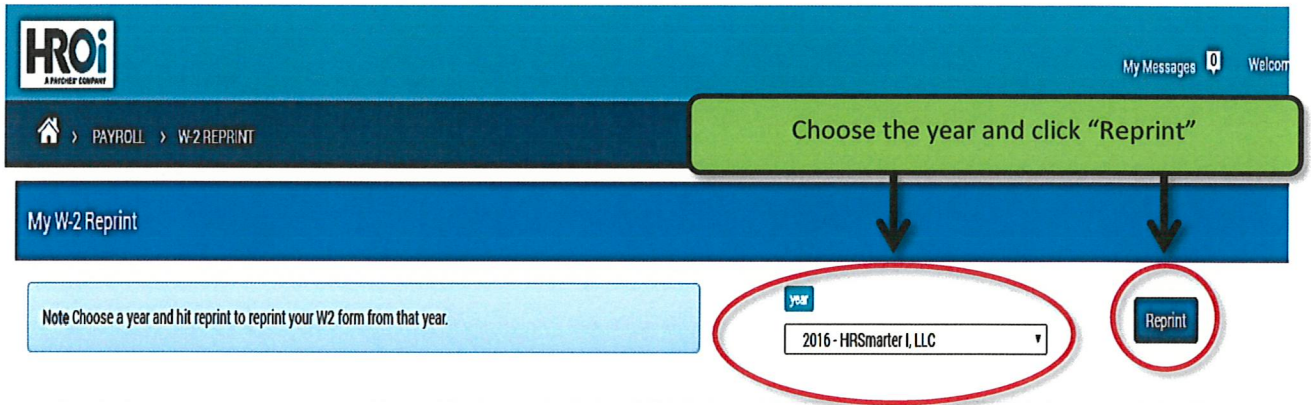


Click on the "Payroll" tab and it will open a new set of tabs.

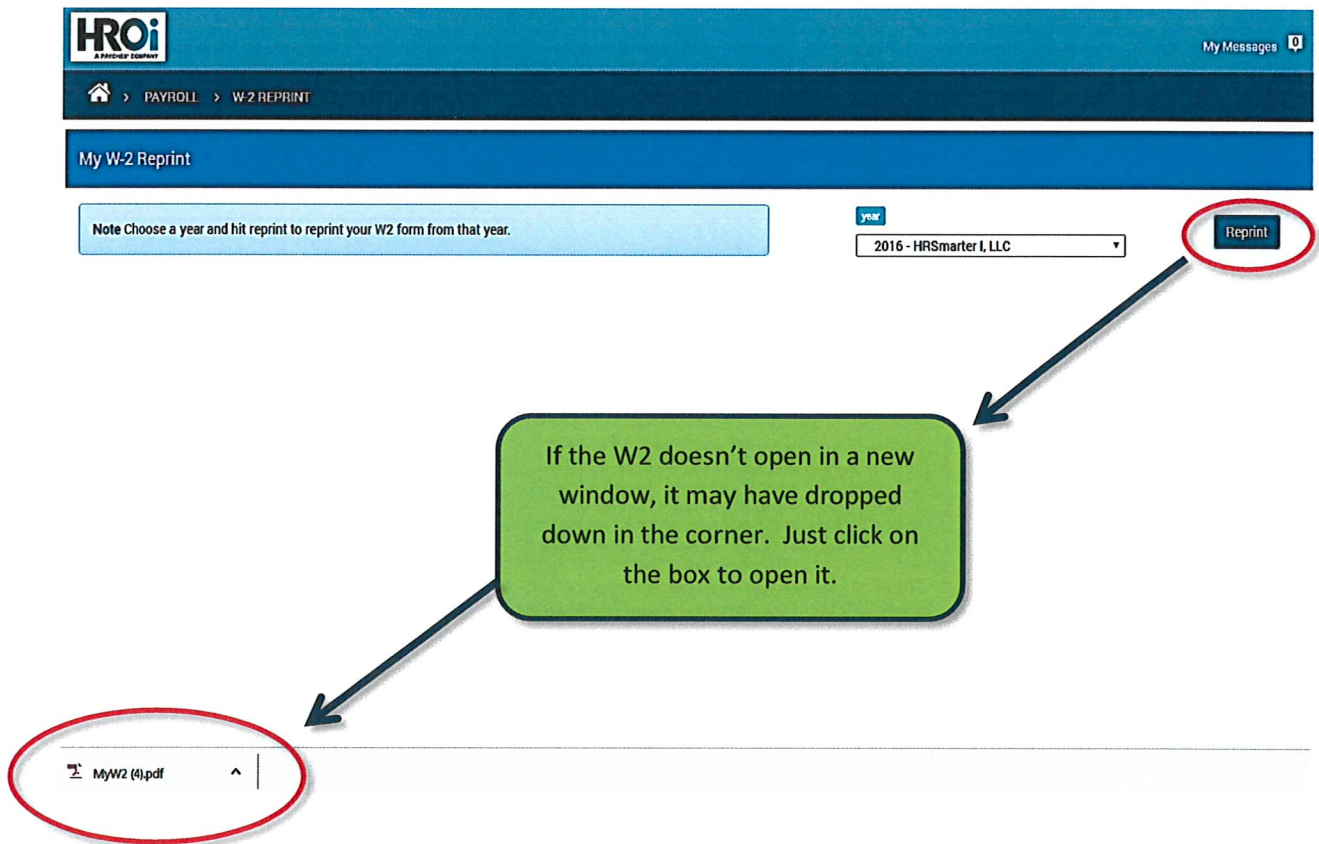
Then choose "W2 Reprint":



Then you can choose what year you are looking for and click “Reprint”.



Give the W2 a moment to download and then, depending on your computer, the W2 will either open up in a new window or possibly drop down into the bottom left corner.



Once you've opened the W2, you can print it out or save it to your documents.

Department of the Treasury—Internal Revenue Service

d Control number	1 Wages, tips, other compensation	2 Federal income tax withheld
OMB NO. 1545-0008	3 Social security wages	4 Social security tax withheld
	5 Medicare wages and tips	6 Medicare tax withheld
e Employer's name, address and ZIP code		
7 Social security tips	8 Allocated tips	9
10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12
12b	12c	12d
b Employer identification number (EIN)		
a Employee's social security number		
13 Salaried employee	Retirement plan	14 Other
e Employer's name, address and ZIP code		
2016	15 State Employer's state ID No.	16 State wages, tips, etc.
W-2 Wage and Tax Statement	17 State income tax	18 Local wages, tips, etc.
	19 Local income tax	20 Locality name
Copy C—For EMPLOYEE'S RECORDS (See Notice to Employee on back of Copy B).		

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10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12
12b	12c	12d
b Employer identification number (EIN)		
a Employee's social security number		
13 Salaried employee	Retirement plan	14 Other
e Employer's name, address and ZIP code		
2016	15 State Employer's state ID No.	16 State wages, tips, etc.
W-2 Wage and Tax Statement	17 State income tax	18 Local wages, tips, etc.
	19 Local income tax	20 Locality name
Copy B—To Be Filed With Employee's FEDERAL tax return		

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