

Happy February!

Growing? Need extra help? For clerk, medical records, transcriptionist, administrative assistant, biller, front desk, MA, LPN, RN, manager, or consultant, **give us a call. 303-980-1000.** We receive hundreds of resumes monthly! Medical Match is a Colorado medical staffing service, providing **direct hire, contract personnel, and background searches.** Our monthly newsletter is also on-line: www.medicalmatch.net

Keeping Up with Human Resource News

Paperless I-9 Filing Available as of April 2005

All workers must complete and sign an I-9 form on the first day of work and must show documentation verifying eligibility to work in the United States, such as a valid passport, Social Security card, or unexpired employment authorization card, within the first three days of work. Accuracy is important. Immigration and Customs Enforcement can audit any employers records and may impose fines for mistakes. For ease of filing, on October 30, 2004, President Bush signed a new law allowing for electronic completion and storage of I-9 employment verification forms. As of April 28, 2005, employers may choose (or not choose) to store I-9s electronically in PDF and other formats. Immigration lawyer, Leigh Ganchan

Job Outsourced? Check the Dept. of Labor for Training Possibilities

People whose jobs were outsourced to other countries can contact the Colorado Dept. of Labor to see if they qualify for TRA, Trade Adjustment Assistance, for training or relocation money. www.coworkforce.com.

OSHA Summary Reports Now Due

All employers, including those partially exempted by the company size (10 or fewer employees) or by industry classification (Offices and clinics of Medical Doctors), must report to OSHA any workplace incident which resulted in a fatality or hospitalization of three or more employees. If in 2004 they filed a report on form 300, the *summary* form 300A is due between Feb. 1 and April 30, 2005. www.osha.gov.

Varied Job History May Indicate a “Portfolio Career”

It's easy to overlook resumes showing concurrent full-time *and* part-time jobs *and* activities on the weekends. These energetic people coach, buy and sell on E-bay, design children parties, volunteer, have hobbies, teach church school, translate for hospitals, walk dogs, write, work retail for fun, etc. Nina Ham, a business coach and licensed social worker, has identified the backgrounds of these flexible people and called their work histories, **portfolio careers.**

When looking for an energetic, multi-tasker, consider applicants who fulfill the job requirements *and* have **unusual secondary skills, too.** A practice may blossom with someone who can speak another language, organize events, market to a different population, give presentations, handle a website with ease, or support a new venture. Nothing like adding a hard-working, energetic sparkle to your office!

Valentine Quotes

Love is friendship set on fire Anita Hodzic

The best and most beautiful things in the world cannot be seen or touched. They must be felt in the heart. Helen Keller

I'm not rushing into love. The fourth grade hard enough. Regina, Age 10

A bit of fragrance always clings to the hand that gives the roses Chinese Proverb

No road is too long with good company Turkish Proverb

Some people come into our lives and leave footprints in our hearts, and we are never ever the same. Flavia Weedn

If love is blind, why is lingerie so popular? Author Unknown