

Need staffing? Call Medical Match. 303-980-1000. Try our **background checking services** to update your HR records. For your convenience, archived newsletter can be found at www.medicalmatch.net

Looking for Special Skills? Consider Training an Employee

As patient populations change or businesses grow, so do the needs of practices. You may want to add special skills – someone who: can translate English/Spanish, knows about a new software system, does surgery scheduling, knows how to use lasers, can do electronic medical records, codes in your specialty, or maintains a website. You can hire a new employee with the skills, or if time allows, **offer a training opportunity to your own trusted employees.** Vendors, community colleges, specialty schools, or contractors are great local educational resources.

Cellular Camera Phones in the Workplace

Camera phones have the capability of publicizing images via the Internet immediately, then deleting them. Human Resource managers from the Society for Human Resource Management are adding policies to their employee manuals about camera phones. "If an employer has a policy in place, that limits their liability" related to potential claims of fraud (theft of company proprietary information) as well as harassment (inappropriate employee photos.) Brian Paul, Chicago Attorney of the law firm Michael Best and Friedrich.

Should Your Business Hire Illegal Aliens?

No. It is unlawful for a person, group, business, organization or local government to:

1. hire, recruit, or refer an alien for a fee
2. continue to employ an alien, knowing he/she is unauthorized to work
3. assist an alien, who lacks employment authorization, to be hired by any employer
4. transport, kidnap, smuggle, or shelter (harbor) aliens
5. obtain fraudulent documents for an illegal immigrant
6. encourage the alien to remain in the U.S.
7. knowingly assist illegal aliens due to personal convictions.

Depending on the actual involvement, the Federal Immigration and Nationality Act considers each action to be either misdemeanor or felony and "punishable by fines, imprisonment, and forfeiture of vehicles and real property used to commit crime." If you find yourself in a questionable situation, read the Act then call an immigration lawyer.

Protect your company. Examine, identify and complete Form I-9 for every employee hired. Download the 3 page I-9 from <http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf> If the job seeker does not present citizenship documents in three days, or the papers are not originals or appear to be phony, do not employ the applicant as a contractor or a direct hire. Your company could be in trouble. An employer is required to have the I-9s available for federal inspection with three days advance notice. Retain the forms for at least three years after the last day of the person's employment.

Verify social security numbers. An employer can call up to 5 names and Social Security Numbers at a time 1-800-772-6270. You will be asked for the business taxpayer identification number, full name, and sex of each person.

Interesting Business Books for Summer Reading

The Experience Economy B. Joseph Pine II, James H. Gilmore The book theme: "Work is theatre, and every business a stage." Watch in the near future as the Marriott hotel chain uses these principles to create customer *experiences*.

The Tipping Point and Blink Both written by Malcolm Gladwell. The first, a classic marketing book, defines what catapults a minor item, action, or business into the spotlight The second gives examples of how some people make choices "instantaneously" with resulting business, economic, or relationship consequences.

The 8th Habit: From Effectiveness to Greatness, a book with a DVD. Stephen Covey delivers wisdom about how to develop the 8th Habit for business success: "Find your voice and inspire others to find theirs."