



CNO Heather Thomasson, Board Chair Doug Ross, CMO Dr. Matt Rivara, CEO Rebecca Fox, Nurse Manager Mike McGinnity, Medical Director Dr. Michael Sutters and Seattle Deputy Mayor Greg Wong celebrate the grand opening of the new Yesler Terrace Kidney Center

NEED TO KNOW

New cultural competency training for all staff

On Oct. 7th, all staff will be assigned a new training via our new e-learning tool, MedTrainer. The training, titled “Cultural Competency: Diversity and Social Determinants to Health,” is required for all staff to complete by Nov. 1st. Going forward, this training will be an annual requirement as part of Northwest Kidney Centers health equity strategy. More details on the health equity strategy will be forthcoming in the new calendar year.

The training module must be completed using MedTrainer, our new learning management system that replaces Relias as of Oct. 7th. MedTrainer is accessed via a link at the bottom of K-Net. For information on how to use MedTrainer, see this [short video](#) or check out a quick start guide on [K-Net](#).

New launch date for ADP Time and Attendance

Staff will now begin using our new timekeeping system, ADP Time and Attendance, on Nov. 10th. Based on feedback from initial training sessions, we have delayed the launch to improve the training which we hope will result in a better implementation experience. Trainings will be held on the following days:

- Oct. 7, 3:30-4:30 p.m.
- Oct. 8, 3:30-4:30 p.m.
- Oct. 9, 3:30-4:30 p.m.

For those unable to attend the trainings in person, we will make a recording available.

New system for invoices and vendor payments now live

We have transitioned to a new internal system called iPayables to streamline the process for submitting and approving invoices. Vendors have started submitting invoices to a new email address (ap@nwkidney.org) as of Sept. 30th, or they have the option to sign up for InvoiceWorks, an online portal where they can submit invoices and check payment status. We've been communicating this change with vendors for the past month and have sent them another reminder via letter/email this week. We have posted a tipsheet on [K-Net](#) for any staff who will process invoices and who may not have been able to attend any of the training sessions last month. If you have questions, please email Heidi Lee at heidi.lee@nwkidney.org or Alvin Tran at alvin.tran@nwkidney.org.

Clarity MFA launches Oct. 28th

Beginning Oct. 28th, all staff using Clarity will be required to set up Multi-Factor Authentication (MFA). This will require the download of either the Google or Microsoft Authenticator app and you may want to do that ahead of time. Staff who currently use the Authenticator app for Outlook do not have to redownload as that app will work to authenticate Clarity. If any staff have questions a tipsheet is now available on [K-Net](#).

Yesler Terrace Kidney Center commuting options

As we prepare for Yesler Terrace Kidney Center's opening next Monday, we want to ensure all NKC staff are aware of their commuting and parking options.

Due to limited parking at the clinic, only the following employees will have regular garage access:

- In-center nurses and dialysis technicians (whose shifts start at 5 a.m. or end at midnight)
- Employees with ADA accommodations
- Physicians, while doing their rounds

- FSS, Biomed, Plant Operations and IT staff responding to on-site emergencies

All other staff, including support staff, occasional visitors, and those working at Yesler Terrace for the day, will not be able to park on-site or have garage access.

For commuting, we suggest:

Parking at Haviland and walking: It's about a 10-minute walk to/from Yesler Terrace. Umbrellas will be available in the Haviland lobby behind reception and the Clinic 2 staff breakroom at Yesler Terrace.

Sign up for a fully subsidized ORCA card: Available for all NKC employees who plan to use public transit 10+ days per month. Fill out the form on K-Net and submit it to the People Team by the 10th of the month to receive a pass for the next month.

Nearby self-pay lots: There are a couple of pay lots a few blocks away.

If you park at Haviland and need a shuttle ride to/from Yesler Terrace due to safety or mobility concerns, you can call 206-720-3995 to request one from our Security team. Please be patient; there may be a delay if they're responding to a security situation. The shuttle rides will begin the week of October 14th.

Compliance Q&A

Q: When I send an email about a patient is it OK if I put their name and information in the subject line?

A: Thanks for asking about this. The answer is no, please do not put any patient specific information (their name, PHI or otherwise) in the subject line of an email. Confidential information sent electronically must be sent in a way that ensures the information is kept private and secure. Putting confidential information in a subject line makes it easy for an unauthorized viewer to see what the email is about, without ever opening it.

NICE TO KNOW

NKC anniversaries (see next page)

NKC Anniversaries Sept. 21st - Oct. 4th

19 YEARS

Anna Aslanidi

18 YEARS

Nino Rey Cruz

15 YEARS

Daiselyn Arenas
Mary Luty

13 YEARS

Margarette Ganzagan

7 YEARS

Shariza Mei Dacuno
Gerry Cercado
Maureen O'Reilly

6 YEARS

Maria Luisa Lumio

5 YEARS

Ria de Jesus
Jin Xu
Daniel Montagne

3 YEARS

Cristian Martinez Nicolas
David De Alba
Sheryl Tubera

2 YEARS

Misrak Woredofa
Anna Mamontova
Kelly Donnelson
Janela Valencia
Cailin O'Connell

2 YEARS

Marisol Almanzor
Maddy Robles
Erin Howard
Leif Ignacio

1 YEAR

Young Han
Ma. Lourdes Castro
Jensen Royer
Emelina Diaz Wiley
Layla Eatherly
Regina Cox

Transition to PolicyStat

We will be switching from PolicyManager to PolicyStat, effective mid-November. This upgrade will streamline our policy management with easier searching, editing, and ready-to-use templates for new policies. IT will reach out to update policy owners, especially if the previous contacts are no longer with Northwest Kidney Centers.

Training sessions for managers, policy owners, and approvers will be held in early November, with recordings and helpful tip sheets available for all staff. When the time comes, we encourage everyone to participate and familiarize themselves with the new system!

Join us for the PKD Walk on Oct. 19th

Northwest Kidney Centers will be walking in and sponsoring this year's Walk for PKD: A Cure is our Finish Line hosted by the PKD Foundation. Walk in this event to increase awareness, support families impacted by polycystic kidney disease and raise critical funds to accelerate a cure for PKD.

Interested in walking with other Northwest Kidney Centers staff or interested in volunteering at our table? Please email erin.lee@nwkidney.org for more information.

Event Information:

- **Saturday, October 19th, 2024 @ Green Lake Park** (7201 East Green Lake Dr. N, Seattle, WA 98115) starting at 9 a.m.
 - Length of Route: 2.8 miles
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Volunteers still needed for 2024 Discovery Gala!

Our annual Discovery Gala is our only fundraising event of the year, and we need your help to ensure our donors and guests have the best experience possible! Event net proceeds help fund Northwest Kidney Centers' patient programs and services, including support for kidney transplants.

Volunteer dinner, parking and pre-event training are provided. Volunteers must be at least 16 years of age. Dress code is business/dressy.

Sign up for any of the volunteer opportunities listed [here](#).

Not available on Saturday but still want to volunteer? Help the Development Team prep Gala materials at Burien Pavilion on Friday, Oct. 25. Four volunteers are needed from 10 a.m. – 1 p.m.

Questions? Email [Rachel McKeon](#).

Thank you in advance for your support!

Rainier Beach Kidney Center celebrates Hispanic Heritage Month



Two Rainier Beach patients

2024 Walk to End Alzheimer's

Thank you to all staff who participated in last weekend's Walk to end Alzheimer's!



Job of the Week

We're hiring for our Kirkland Clinic Manager role! Check out the job posting here, and please help us spread the word: <https://www.nwkidney.org/careers/?p=job%2FoVrvufw5>

Did you miss an issue or would like to reread this one? View all past issues on K-NET [here](#).