



American Diabetes Month[®]

**NOVEMBER
1-30**



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November is American Diabetes Month

NEED TO KNOW

Tomorrow is the deadline to enroll in or update your benefits!

This year's open enrollment for employees to make changes to their medical/vision, dental, and life insurance coverage ends tomorrow, November 16. **Even if you have no changes, you still need to log into ADP, start benefit enrollment, select the plans you want for next year, and submit.** This is all available as a self-service option in ADP under your Benefits Profile. If you have any questions, please visit the benefits guide on [KNET](#) or reach out to Audrey.Tran@nwkidney.org.

ADP Time and Attendance is now live

This week, staff began using the new ADP timeclocks to clock in and out and attest to rest and meal breaks. We've been working with ADP to resolve some issues that came up earlier, and we're still here to help if you need assistance. If you encounter any problems, please reach out to your manager, who can connect with the ADP Go Live Support team through our Teams site for further help.

If you haven't completed your biometric setup yet, please use a desktop computer or the ADP mobile app to track your time until it's finished. For training on ADP features, be sure to log into MedTrainer for helpful modules, and check the resources on the [K-NET](#) home page for additional support.

Annual employee giving campaign launches today!

This year's annual employee giving campaign kicks off November 15 and goes through December 13. This is an annual voluntary campaign where staff can choose to give back to Northwest Kidney Centers. Everyone who participates—whether you're a current donor or new to the program—will be entered for a chance to win exciting prizes like an iPad (9th generation), Beats Bluetooth headphones, a stand-up paddleboard, and more!

Our campaign theme “Proud to Work Here – Proud to Give Here” reflects the direct, positive impact each of us can make every day in the lives of those around us.

Our goal this year is to get as many employees participating in the campaign as we can, regardless of how you choose to give, or the amount! Please consider what works best for you:

- Bi-weekly payroll contributions – an easy way to give, one paycheck at a time

- PTO donations – a great option for employees with unused PTO
- One-time gift of any amount

If you're already making gifts through payroll deduction or PTO donations, thank you! If not, we invite you to join. It's easy to sign up, and you can make an impact by giving just a few dollars per pay period. If you're already making gifts through payroll deduction or PTO donations, thank you! That will continue in 2025 at the same rate.

Thank you in advance for your support! We're so proud to be a part of the Northwest Kidney Centers' community of heroes who are dedicated to our patients and to each other. To sign up contact Giving@nwkidney.org or scan the QR code below.



**Scan QR code
to sign up today!**

For best results, disable
"Mobile Friendly" before
completing the form.

Reminder: Encrypt external emails that contain PHI

If you're sending a message that includes any Protected Health Information (PHI), it must be protected against unauthorized access, use, or disclosure. The preferred method is to send PHI through an EMR, but **if you are emailing PHI to anyone who does not have an @nwkidney.org email address, you must use encryption**. Failing to do so violates both NKC policy and HIPAA regulations, and may lead to disciplinary action, up to and including termination of employment. Not sure how to encrypt an email in Outlook? We've posted directions [here](#) for using the Outlook app on PCs and Macs, as well as how to encrypt using the online version of Outlook.

For more info about our policy, please complete your 2024 – 2025 Annual Compliance Training (available via KnowBe4), visit the Health Information Privacy [website](#), or contact compliance@nwkidney.org. For questions about the encryption process, please contact cybersecurity@nwkidney.org.

Annual compliance trainings due December 4

All staff should have received an email with the link to complete the training in KnowBe4. Please complete your **mandatory** training by: **December 4, 2024**. For any questions, please reach out to compliance@nwkidney.org.

Patient medication update: Phosphate binders now required to be dispensed by NKC pharmacy

Starting January 1, 2025, all Northwest Kidney Centers dialysis patients with Medicare must get their phosphate-lowering medications (phosphate binders) from the Northwest Kidney Centers pharmacy. Patients and doctors have been asked to switch prescriptions by December 30, 2024. Resources, including a patient FAQ and staff guides, are available on K-Net to help with the change.

NKC anniversaries

NKC Anniversaries Nov 2 - Nov 15

28 YEARS

Tom Montemayor

26 YEARS

Amy Yee

10 YEARS

My-Hanh Vu
Flor Cortel

7 YEARS

Doosun Choi
Khalid Yassir

6 YEARS

Jacqui Weber

5 YEARS

Lara Sokoloff

4 YEARS

Jirah Terrado
Julia Aguilar

3 YEARS

Molly Mulligan
Krystle Harrington

2 YEARS

Hayley Jones

1 YEAR

Hermie Correa
Divier Serrano
Kevin Turner
Chalachew Wassie

Employee Spotlight - Kaiya Xayavong-Gibson



Kaiya Xayavong-Gibson started as a dialysis technician, moved into a Nurse Technician role while in her nursing program and will be promoted to a RN role at our Rainier Beach Kidney Center. Congratulations, Kaiya!

How long have you been with NKC?

I have been with NKC for 3 years.

What is your favorite part of the job?

My favorite part of the job is teaching people new things.

What are your interests outside of work?

Outside of work I like to spend time in nature, crochet, and spend time with friends and family.

Do you have a fun fact about yourself that none or few of your coworkers know?

A fun fact about myself is that I like DIY projects.

NICE TO KNOW

New way to order patient tote bags

Reminder for staff: We are no longer asking patients to pay for an NKC tote bag. If a patient requests a tote bag, you can order one for them. Tote bags are now available for order in ENVI under the NKC standards template. Patient tote bags will be expensed directly to your clinics, and each clinic can manage how they are distributed to patients. If you have any questions, please reach out to Chris Matala.

Send us your patient stories

The Communications team is always looking for new patient stories! In the past we have featured stories of patients like Marjorie on our [website](#), and profiled colleagues in [Employee Spotlight](#). If you have a story idea or know of anyone who would like to be spotlighted, please email it over to communications@nwkidney.com.

Nutrition and Fitness Corner

November is national American Diabetes Month! Since diabetes is one of the leading causes of kidney disease, November gives us a reminder to be aware of our own kidney health. If your creatinine is higher than 1.3, and especially if you have diabetes, then talk to a kidney specialist about evaluating your kidneys. Early detection is often key to slowing the progression of kidney disease. Holiday season is just around the corner, starting with Thanksgiving in less than 2 weeks. Holiday eating is such a joy because of all the traditional foods to eat with family and friends in a festive atmosphere. Below are several healthy holiday foods to include. Remember to eat slowly, to savor the flavors and the company, and to stop eating when you are full!

Roasted Cranberry Sauce

Ingredients

(Based on 4-5 servings servings per recipe.)

- 12 ounce bag of cranberries
- 1 cup sugar
- 2 tablespoons olive oil
- zest from 1 orange
- zest from 1 lemon
- 2 tablespoons candied ginger, finely chopped

Preparation

1. Heat oven to 350 degrees.
2. Mix cranberries, sugar, oil, zest, and ginger in an 8" square baking dish.
3. Bake uncovered, about 30 minutes.
4. Transfer to a bowl and let sit at least an hour or make up to 3 days before to let flavors combine and to free up your oven for Thanksgiving.

Pumpkin or Sweet Potato Chiffon pie

Ingredients

(Based on 8 servings per recipe.)

- 1 cup cold water
- 1 tablespoon gelatin
- 1/2 cup + 1 tablespoon pasteurized egg whites
- 3 egg yolks
- 1 cup sugar

- 1/2 cup milk
- 1/4 teaspoon salt
- 1/2 teaspoon cinnamon
- 1/2 cup pumpkin or cooked sweet potato
- 1/2 teaspoon nutmeg
- 1/2 teaspoon ginger
- 1 pie shell (9 inch)

Preparation

1. Soak gelatin in water and set aside.
2. Beat egg yolks slightly.
3. Add pumpkin or sweet potato, milk, sugar, and spices. Cook over hot water until thick.
4. Stir in gelatin until dissolved. Cool.
5. Whip eggs and salt until stiff.
6. When pumpkin mixture begins to set, fold in egg whites.
7. Fill pie shell and chill for several hours

Job of the week

Our Bellevue, Lake City & Kirkland Kidney Centers are hiring for Dialysis Technicians. Positions are eligible for the Employee Referral Bonus!

<https://www.nwkidney.org/careers/>

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