

Provider eNews

EIGHT REASONS TO GO GREEN

DID YOU KNOW THAT PAYING YOUR BILLS ONLINE CAN SAVE YOU MONEY?

According to the National Automated Clearing House Association (NACHA), also known as the Electronic Payments Association, for every 38,000 bills paid online, 5,058 pounds of greenhouse gases are avoided and two tons of trees are preserved. NACHA estimates that electronic billing not only helps to save the environment, but can also help save money. Using direct payments can save each person up to \$150 annually by reducing stamp costs, check costs and late fees. It also can reduce and stop fraud.



ValueOptions® is expanding this to provide more opportunities for “green” interactions with our providers through ProviderConnect and PaySpan. In order to save money and eliminate waste for our providers and companywide, ValueOptions® announced our “green” initiative. We believe that becoming “green” will help us better serve our members and providers, save money and eliminate waste through an electronic communications push. Providers can will soon be able to have virtually paperless interactions with ValueOptions®. Currently, providers can verify eligibility, submit authorization requests, submit claims, status claims through ProviderConnect and receive electronic payments and provider summary vouchers through PaySpan. Check out these available “green” services!

ValueOptions® will continue to share “green” initiatives, as well as information about our Electronic Fund Transfer (EFT) program and other paperless options soon to be available to providers. A schedule of Educational Webinars regarding the programs will also be published in the May 2009 e-newsletter.

We also developed the following “Eight Reasons to Go Green” list, which we hope will help you save time and resources within your work environment and personal life.

1. **Go electronic.** Use PDFs every chance you get and post documents, memos, e-mails, notes and materials where they are easily accessible online. Limit the printing of e-mails and draft copies of documents, flyers, brochures, and memos. Skip the file cabinets and keep an online filing system, which is also easier to use and update. Use ProviderConnect to attach electronic documents and submit to ValueOptions® via an inquiry.
2. **It's marginal.** Make it a habit of adjusting your Microsoft Word document from the default margins of 1.25" to .75" margins. The space difference represents nearly 5 percent less paper annually, saving some 380,000 tons of paper and over \$400 million every year, nationwide.
3. **Lights out.** Turn off your office lights if you are going to be away from your desk for an extended period of time, during your lunch hour or at the end of the day. Make sure the hallway lights are off when your department has left for the day. Report flickering or faulty lights within your office, as they tend to use more energy.
4. **Let the light shine.** If you have windows, open the blinds to make the most of the natural light and heat from the sun, or close them to cool the room to save on air conditioning.
5. **Two-faced.** Use both sides of sheets of paper when copying documents. Use the back side of already printed, non-confidential papers for the fax machine or printer. Cut it up for scrap paper instead of using sticky notes.
6. **Catch some zzz's.** Be sure that your computer monitor is set to the sleep mode after a few minutes of idle time, and turn the screen power off when you leave for the day. Monitors use more than one-third of the computer's total energy. Unplug your cell phone charger when not in use, as it still consumes up to 95 percent of the energy it uses when charging.
7. **Swap meet.** Instead of purchasing new office supplies, check with your coworkers to see if there are extras of whatever you may need. If you do need to purchase new items, look for materials that are eco-friendly: recycled, remanufactured or made from sustainable products. Save and reuse any delivery boxes as storage bins or for shipping.
8. **Water, water everywhere.** Bring a reusable water container instead of drinking from a single serving bottle. National studies show that only about 12 percent of the 16 billion bottles of water sold annually are recycled.

PREVENTATIVE HEALTH PROGRAMS IN CASE YOU DIDN'T KNOW

The ValueOptions® Great Lakes service center maintains three (3) Preventative Health programs for its members: Attention Deficit Hyperactivity Disorder, Major Depressive Disorder, and Postpartum Depression. The purpose of these programs is aimed at prevention and treatment by providing education, self-help strategies, referral and assessment. All of the programs utilize a clinically validated screening tool to indicate the possibility of a behavioral health issue in need of treatment. The screening tools are self-directed and provide immediate results. There are also a number of helpful articles and tip sheets associated with each program. All of the programs can be accessed at the ValueOptions® Web site www.valueoptions.com/ by clicking on ' Tips and Resources ' on the left hand side of the screen. While the Great Lakes service center tracks usage for its membership, the programs are available to any member or provider accessing the Web site.

EASNA 2009 INSTITUTE RESTORING THE WORKPLACE: WELLNESS, ENGAGEMENT AND PRODUCTIVITY

The Employee Assistance Society of North America (EASNA) will hold its 2009 Institute in Denver, Colorado. The annual conference will be held May 6-8 at the newly-renovated Sheraton Hotel in downtown Denver.

The goal of the event will be to bring together exemplary employer representatives, industry-leading employee assistance providers and other human capital experts to engage in informative discussions for the benefit of employers, employees/workers, unions, human resource professionals and benefits consultants in successfully addressing the new dynamics of today ' s global workforce.

The full conference early bird registration fee for those registered by March 25 is \$465 for EASNA members, \$565 for nonmembers. Single day registrations also are available. The hotel room rate is \$179 a night. Online conference registration forms, hotel reservation information, and the event agenda are available on this Web site: www.easna.org/conferences.html.

For additional information send an e-mail to Info@easna.org.

PROVIDER ALERT: NEW CLAIMS MAILING ADDRESS FOR MICHIGAN CONFERENCE OF TEAMSTERS WELFARE FUND

Effective March 9, 2009, regardless of date of service, all claims for Michigan Conference Teamsters Welfare Fund should be mailed to:

ValueOptions®, Inc.
PO Box 930321
Wixom, MI 48393-0321

Or claims can be submitted to ValueOptions® via ProviderConnect.

CONTACT US TOP 3 REASONS TO CONTACT VALUEOPTIONS® TODAY

One: Electronic Funds Transfer

Get paid faster with PaySpan! This new electronic billing process lets you submit claims online and have payments deposited directly to your bank account. All the work is done for you electronically and it costs nothing! Please visit the following web link for more information about EFT:

www.valueoptions.com/providers/Providers.htm

Two: ProviderConnect

Now available! Use ProviderConnect to request inpatient and outpatient authorizations online, review and submit claims, and so much more. Visit www.valueoptions.com/providers/Providers.htm and login to or register for ProviderConnect.

Three: Provider eNews

Do you want your voice to be heard? We value our providers opinions, suggestions, and thoughts. Please send your comments, ideas, and suggestions for future editions of *Provider eNews* to PRelations@ValueOptions.com at the ValueOptions® North Carolina Service Center.