

A GUIDE TO YOUR EMPLOYEE ASSISTANCE PROGRAM

Helping you live a more productive life.

How it Works

Your contract year: 1/1 - 12/31

As a Heart of the Rockies Regional Medical Center employee, you and your household members are entitled to up to **3 counseling sessions per issue*, per year** at no cost to you. When you call in for a referral, you can choose to be scheduled for a face-to-face appointment in an area of your choosing (near your office, near your home, etc.) or you may choose to access your sessions telephonically. You may also choose from the MINES network which includes: Ph.D., LMFT, LPC, and LCSW.

The use of your Employee Assistance Program is strictly confidential and available 24/7. We are here to help with the everyday issues that come up in your life, including:

- Stress
- Career
- Family Issues
- Death and Grief
- Anxiety
- Financial Problems
- Drug/Alcohol Abuse
- Eating Disorders
- Depression
- Legal Referrals
- Relationships
- Work-Related Issues

**Per Issue: Separate and distinct situations. A MINES case manager will review requests for additional sets of sessions.*

Your Financial/Legal Benefits



Each employee is entitled to one initial 30-minute office or telephone consult per separate legal matter at no cost with a network attorney. You also have financial counselors to advise you via telephonic consultations that are limited between thirty and sixty minutes per issue. Other tools under the MINES financial/legal benefit include mediation, tax consultation and preparation, and “Do-it-Yourself” legal forms and document preparation.

Your Online Benefits



Your online *PersonalAdvantage* page contains thousands of resource articles, self-search locators, interactive online training, wellness self-assessments, and videos. You will also find a wealth of online resources under categories ranging from grief and loss to managing your 401k.

Visit www.MINESandAssociates.com and locate the green *PersonalAdvantage* button located under the “Need Help Now?” bar on the home page.

Click on the *PersonalAdvantage* button to go to the sign-in screen and enter the information below to log-in.

Your log-in information is: USERNAME: [hrrmc](#) PASSWORD: [employee](#)

This guide is for informational purposes only. Call MINES for specific information about benefits, limitations, and exclusions.

800.873.7138 | www.MINESandAssociates.com

Your *PersonalAdvantage* Overview



Life Happens... Take Action, Be Prepared.

PersonalAdvantage is an online, interactive resource available to help you and your family build resiliency and get answers to all of life's tough questions.

Each day you are faced with events that can have an effect on you, both personally and professionally. Whether it is a child care, financial, legal, health, or emotional issue, the effects of that issue are felt in all areas of your life. In order to better prepare yourself for all the challenges you face, we have compiled information to educate and enlighten you in all major life areas. We hope our assessments, videos, quizzes, courses, articles, calculators, and other resources will offer your assistance and comfort.

Assessments | Courses | Calculators | Forms | Quizzes | Articles

Emotional - Emotional Wellbeing is a substantial contributor to your physical health. You may not realize that stress, anxiety, depression, and other emotional health issues can affect things like your sleep and digestion. Mental and physical health issues are equally important to your overall wellbeing. Our Emotional Wellbeing module offers resources and information on all major mental health topics from depression to grief.

Financial - Financial stability is a goal many people share, but it can be one of the most difficult things to acquire in life. Whether you are saving for a home, creating a retirement plan, or paying income tax, our Financial module contains information that can help guide you to success. Here you will find calculators, forms, and other essential information that may help you become financially resilient.

Legal - Legal troubles can affect every aspect of your work and home life. Whether you're battling a traffic ticket or going through a divorce, having the right legal information can help alleviate the stress and worry that accompanies these issues. Our Legal module has myriad state tax forms, advanced directives, and even an interactive will tool that will help you feel informed and in control.

Health - Physical health is one of the most important things in our lives and can become central to your daily life if it is in jeopardy. Whether you're concerned about a particular disease or condition, or just interested in a new fitness routine or healthy recipe, the content in our Health module has tools and information to help you.

Personal Growth - Improving your personal or professional skills will help you be more successful at work and at home. Honing skills like communication and leadership will translate into every area of your life. Our Personal Growth module contains videos, courses, and articles that will help you improve time management, communication skills, and more in no time.

Relationships - Relationships are an integral part of life. Good relationships help us live happier and healthier. But good relationships don't just happen, they require time and energy to build and maintain. In this module there are many helpful resources to help develop and further strengthen our relationships and everyday interactions with those in our lives. Topics include: caregiving, cultivating your family, interpersonal relationships, parenting, and nurturing your self.

Logging On is Easy!



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Password: employee

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