

Hospital Services Corporation Unemployment Compensation Program



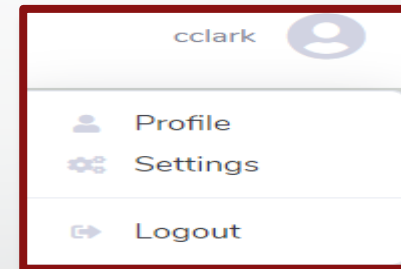
Unemployment Compensation Program

Hospital Services Corporation (HSC) has developed a new claims management program for our Unemployment Compensation Department which will enable our customers to respond to unemployment claims and submit supporting documents in one application.

Unemployment Compensation Program

- The website to access our program is: <https://uc.nmhsc.com/Account/Login>
- Login information has been provided under a separate email for employer accounts
- Please change your password as soon as you successfully log into the system

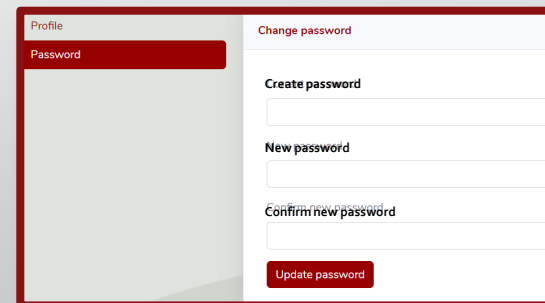
➤ Select your log on from the top right corner



➤ Select Profile

➤ Select Password

➤ Change password and update password

A screenshot of a 'Change password' form. The form is divided into two sections. The left section is titled 'Profile' and contains a 'Password' field with a red background. The right section is titled 'Change password' and contains three input fields: 'Create password', 'New password', and 'Confirm new password'. Below these fields is a red button labeled 'Update password'. The entire form is enclosed in a red rectangular border.

Unemployment Compensation Program

- Notification of new claims for your organization will be emailed to you with a link to the claim that has been filed with the Department of Work Force Solutions (DWS). Please keep in mind that the DWS website is not linked to the HSC Unemployment Compensation Program.

From: Beth Pospishil-Irizarry <BPospishil-Irizarry@nmhsc.com>

Sent: Thursday, October 03, 2019 12:36 PM

To:

Subject: New Unemployment Claim

Importance: High

Hello,

You have a new claim that needs to be answered with a due date of 10/13/2019. You can submit documents and update information. Go to the site below:

<http://uc.nmhsc.com/Claims/EditMain/10071>

Beth Pospishil-Irizarry, BSHA

UC Coordinator
Hospital Services Corporation

- Once you have clicked on the link you will be taken directly to the log in page

Unemployment Compensation Program

- The Edit Claim screen will appear, and you will be required to complete the following fields:

- Social Security Number
- Employment Status
- Pay Rate
- Date Hired
- Last Day Worked

Edit Claim

Employer: [REDACTED] Claimant: [REDACTED]

Claim Issues Hearings Documents Benefit Charges

Claimant Information

Employer: UNIVERSITY OF NEW MEXICO HOSPITAL

Claimant ID (DWS) First Name Middle Name Last Name SSN

Employ Status Pay Rate Date Hired Last Day Worked

Fulltime \$ 0.00

Claimant Search

- Reason for Separation
- Notes- position, schedule, FLSA status, and contest-yes or no

Current Issue

Determination: No Determination

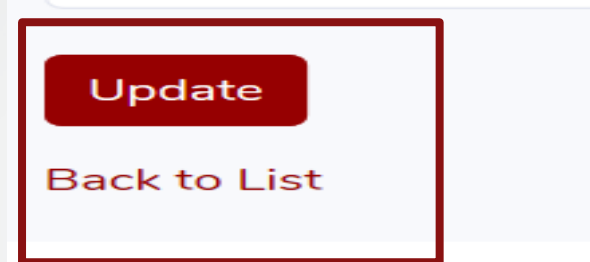
DWS Issue ID Issue Date Reason For Separation

11/01/2019 -- Please Select --

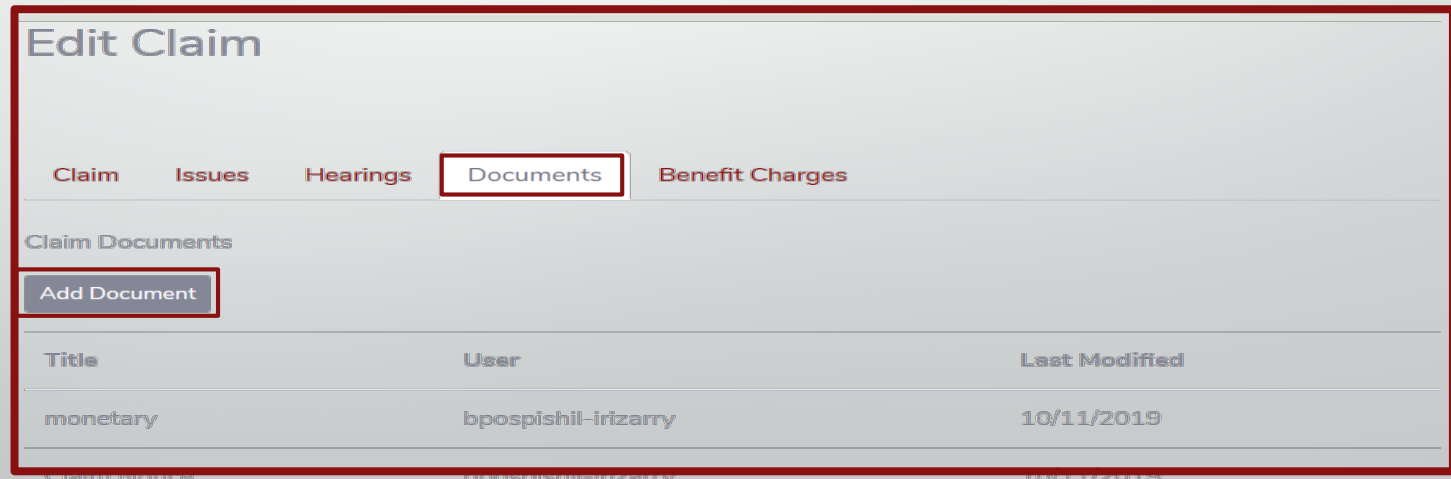
Notes

Unemployment Compensation Program

- Once these fields have been completed you must scroll to the bottom of the screen and UPDATE the claim

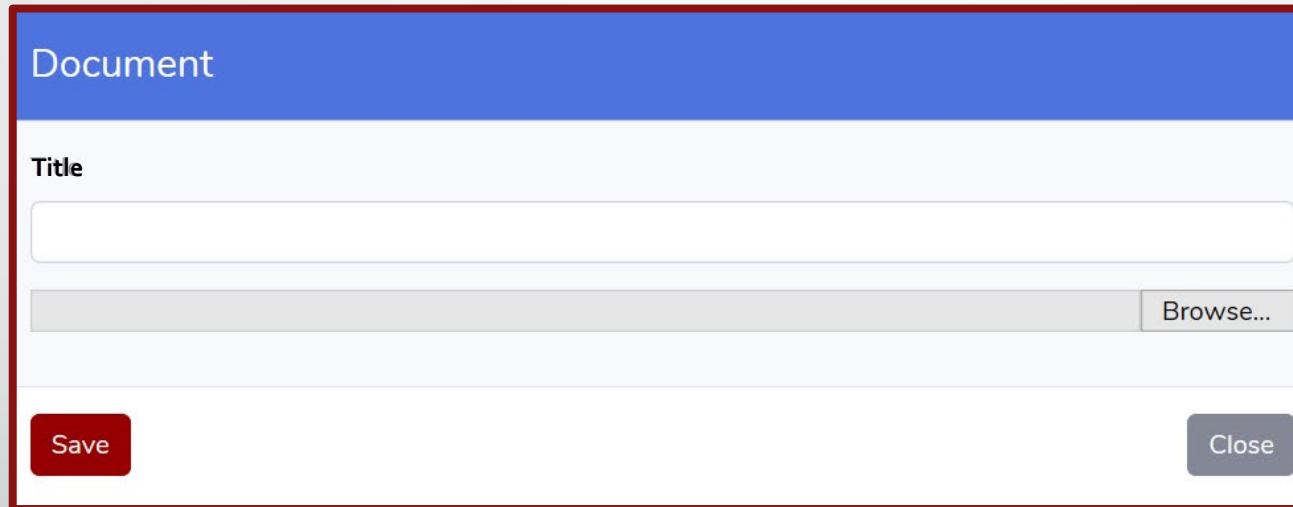


- You will have the ability to attach your supporting documents after the claim has been updated.
 - You will select the Documents Tab
 - Select Add Document



Unemployment Compensation Program

- Title of the document
- Browse for your documents and select save
- Add as many documents as necessary



The image shows a dialog box titled "Document". It has a blue header bar with the word "Document" in white. Below the header, there is a section labeled "Title" with a text input field. Underneath the input field is a grey bar representing a file selection area, with a "Browse..." button on the right side. At the bottom of the dialog, there are two buttons: a red "Save" button on the left and a grey "Close" button on the right.

Unemployment Compensation Program

For any questions please contact:

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Beth Pospishil-Irizarry, bpospishil-Irizarry@nmhsc.com, 505-343-0070
ext. 1709