



"The Human Resources Center is an extremely valuable resource for us. We particularly appreciate the forms available in the Legislative Guides and the newsletters found in *HealthShop*."

Julie, Client Portal User

## Your Electronic Human Resource Assistant

The Human Resources Center is the helping hand you need for all your Human Resource needs. Whether you are looking for legislative information, employee communications, industry-related Web sites, or consumer-related healthcare information, Brooks Insurance Online has it readily available for you in one easy, convenient location.

### **Compliance**

Looking for quick answers to tough legislative questions? The Compliance section has the answers you're searching for. You will be directly linked to an exclusive set of comprehensive guides full of federal legislation. Complete guides include COBRA, HIPAA, HIPAA Privacy, Section 125, and FMLA. Within each guide, sections include Related Articles, Q&A, Forms, and

help you easily source information by allowing you to browse all or only particular sections within each guide.

### **Document Library**

When you need to resource information fast, the Document Library provides instant access to a library of downloadable articles covering a variety of topics — exactly when you need them! Articles are conveniently grouped by general category and include: Benchmark Surveys & Statistics, Compliance & Plan Designs, and Employee Communication & Education — to help you easily locate all the resources available to you. Or, use its keyword search function to find related documents.

### **Resources**

The Resources section provides useful links and articles to industry-related Web sites —all through the

convenience of your Brooks Insurance Online Client Portal.

In addition, use the helpful search function so you can promptly find all the information you are looking for, as well as any related documents from the Documents on Command section. So many helpful resources — all at your fingertips.

### **HealthShop**

Want consumer-based health-related articles in professional looking newsletters to give to your employees in a snap? No problem! The Human Resources Center supplies you with *HealthShop* — comprehensive consumer information, in ready-to-print newsletters. Topics include: At the Doctor's Office, At the Pharmacy, Home Care, and Your Health. Use these newsletters to help your employees make smart and informed health care decisions.