Important Information: KPC Online Re-Hiring Portal

The KPC online portal for the re-hiring process will open on **Friday, October 11th at 0800**. The access link is: **https://pm.healthcaresource.com/CS/kpchospitalholdingsllc#/search**

1. Employees will be able to access the site from any computer that has internet/web access.

2. Employees will be able to access the web site from home.

3. Computers will be available at SFMC in the computer room in the terrace level, the computer room availability times will be posted in the units by the Directors and posted in the employees Verity email.

4. Questions on access can be sent to: **support@healthcareresource.com**

5. Each units Directors should also be posting the portal link information.

6. Once the employee has completed the on-line form from the portal, **KPC will use the employees personal email** to send the offer letter and/or communicate with employees.

7. Use your personal email **not** your Verity email when providing the information to KPC.

8. If you have had a change in your address please make sure to complete the appropriate form in HR. The address SFMC has on file is the one documented on your paycheck.

9. SFMC HR does not update personal emails.

10. Each units Director has been provided with a list of each employees start date, position title, and position status if you need the information.

11. Each employee can only apply to their current position and current status at SFMC. If you submit for another position or status your form will not be considered.

12. The portal will remain open until **Sunday, October 20, 2019 at 2100**. We recommend that employees do not wait until the deadline to input their information.

13. Please be careful not to interfere with patient care when accessing the portal at work.

KPC Portal Link: **https://pm.healthcaresource.com/CS/kpchospitalholdingsllc#/search**

KPC Portal Opening date: **Friday, October 11, 2019 at 8:00am**

KPC Portal Deadline/Final date: **Sunday, October 20, 2019 at 2100**