



# Workplace FAQs

Workplace is a collaborative work tool and virtual work place for associates at Beacon Health System.

Here are some **frequently asked questions** on how to use and contribute to this Workplace environment:

## **Is Workplace private and secure for internal communications?**

Yes. Beacon's Facebook Workplace is accessible only by Beacon Health System associates and is part of Beacon's Cloud-based IT infrastructure.

## **Can patient-related information be posted in Workplace?**

No, patient-related information cannot be posted in Workplace. If you have questions about a particular piece of information, please contact Beacon's Privacy or Information Security officials for feedback. In general, please use our current organizational policies and guidelines and common sense to avoid posting patient-related information in Workplace.

## **Is Workplace connected to my personal Facebook profile?**

No, you have a completely separate account and profile in Workplace. Nothing you post or do in Workplace will be connected to, or visible in, your personal Facebook account. They are completely walled off from each other.

## **Is Workplace for work or fun?**

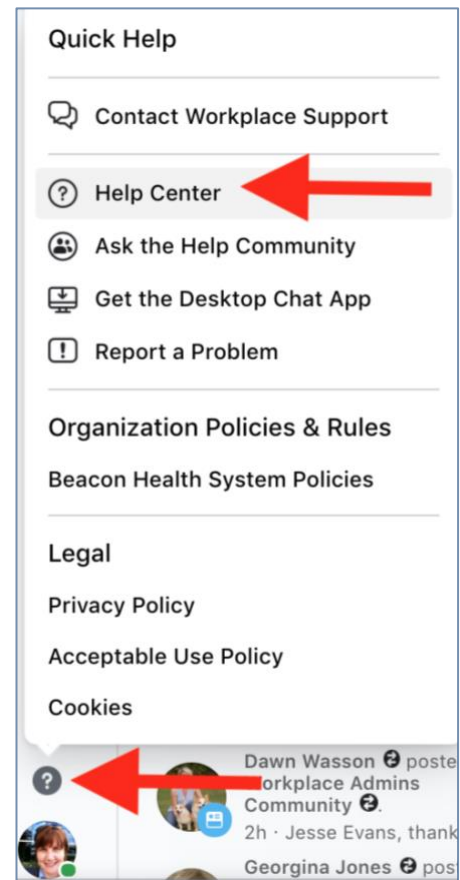
It's for work and the fun we have at work. You'll see pretty quickly how useful Workplace is to get work done, which of course has many facets, including having fun with your peers.

## Where can I learn more about using Workplace?

Search by keyword or phrase in the Workplace Help Center for more tips. Click on the question mark icon above your profile picture on the left-hand menu, then choose "Help Center."

## What are four things I can do in Workplace to get started?

- Visit one of the several Groups that already exist and introduce yourself
- Comment on a discussion that interests you with a "Like" or, even better, encouragement
- Answer someone else's question in a discussion thread where you have a bit of expertise
- @Mention a colleague in a discussion where they clearly have something to offer



## I like what I'm reading in the different groups, but I'm nervous about posting myself. Can I just be an observer?

Yes and no. Sure, you can learn a lot from what your peers are posting. But, we're quite sure you know a lot about the work you do and how things work here so why not share it? Start with a short comment or two and go from there!