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On-line Health Insurance Information

The two health care providers available to CH-UH employees both provide extensive information about their policies on the Web. You can get current information about health plans, doctors and in the case of Medical Mutual -- personal claim information.

Kaiser Permanente's website is at <http://www.kaiserpermanente.org/>. From there you can select their Ohio location for local information. With your Kaiser Medical # you can make appointments and get access to other on-line services for members only.

The public portion of Kaiser's web site has general health information including sections for children, nutrition and exercise. In addition Kaiser Ohio has an extensive Women's Health area.

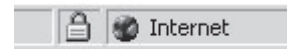


Medical Mutual's web site is at <http://www.mmoh.com/>. You can search for or print out a list of participating doctors by speciality or location. With your ID number you can enter *My Health Plan* with access to your claim status and payment history. This section of the web site requires a Pentium class Windows computer with Internet Explorer 5.0 or better. Information on upgrading and configuring your Windows computer is on the reverse side of this newsletter.

Information Security

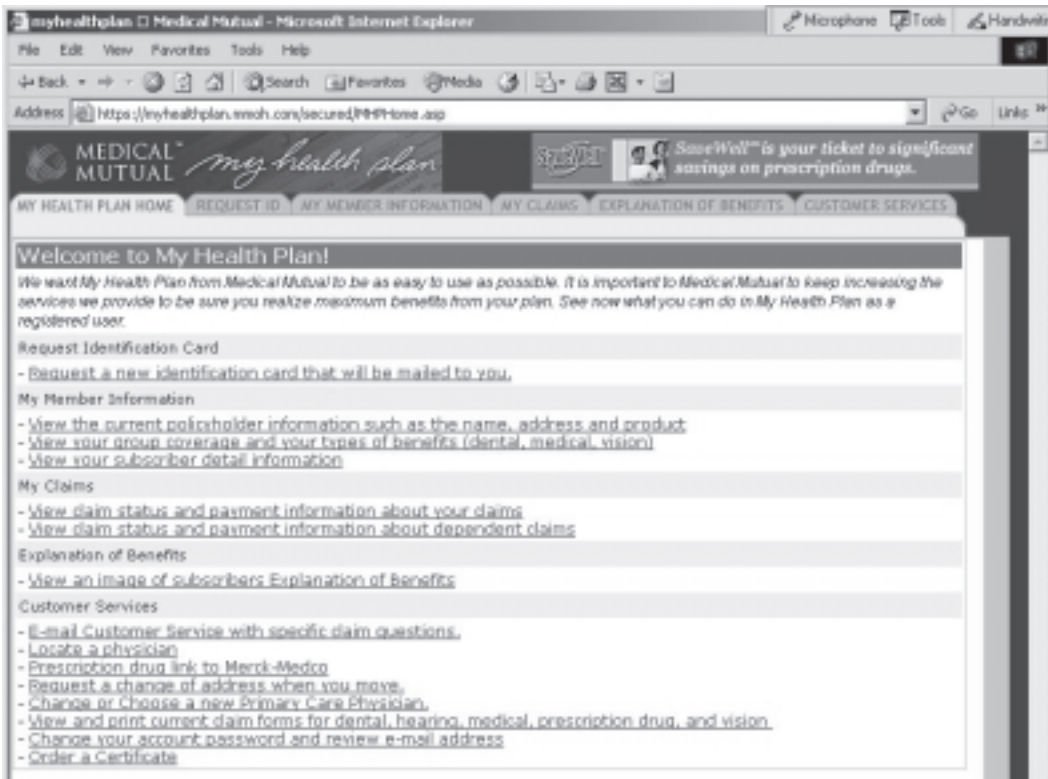
Your browser uses encryption to hide the content of a web page while it is being sent to your browser. This keeps a hacker from intercepting and viewing the information while it is in transit over the Internet..

Internet Explorer uses a padlock symbol in the bottom right corner of its window to indicate that your connection to the web server is secure.



Of equal concern is the authentication method used to get access to your personal information. Medical Mutual's *My Health Plan* uses your ID number and a password you select the first time you use the system. Until you set your password, anyone that knows your ID number can get access to your personal information and claims history. **Even if you don't intend to use *My Health Plan*, I suggest you login once and select a password.**

You should develop a password strategy to manage the various sites that ask you to create an account. At a minimum, you should have 2 passwords that you reuse depending on the type of site. Sites with sensitive personal information such as medical or financial records would use a hard to guess password that you never give to anyone else. A less secure, second password would be used for less sensitive sites.



Updating Internet Explorer

A number of web sites require a recent version of Internet Explorer web browser to display properly. This includes Medical Mutual's *My Health Plan*, OFT's web site and the school district's new Web based e-mail system. All Windows computers come with the latest version available at the time of manufacture. To find out which version of Internet Explorer you have, start Internet Explorer and choose "About Internet Explorer" from the Help menu.

If your computer is a year or two old and has at least a couple hundred MB of hard disk space free you can probably upgrade without a problem. Check how much space is free on your hard drive (C:) by double clicking on My Computer and then right clicking on the C: hard drive and choosing Properties. You should keep at least 10% of your C: hard drive free.

Computer memory (RAM) is different than hard drive space. The older your computer, the more careful you need to be about upgrading. Check how much RAM you have (and which operating system) by choosing Control Panels from the Start menu and double clicking on the System control panel.

Microsoft specifies the following minimums for Internet Explorer 5.x: A 486 with a 66 MHz processor (Pentium processor recommended)

- * For Windows 95 or Windows 98: 16 MB of RAM
- * For Windows 2000: 64 MB of RAM
- * For Windows Me: 32 MB of RAM

If you only have the minimum RAM you may want to buy additional RAM before updating Internet Explorer. The multimedia content of many web sites will need more than the minimum RAM and could cause your computer to crash. RAM is one of the few hardware upgrades that are worth doing with an older computer.

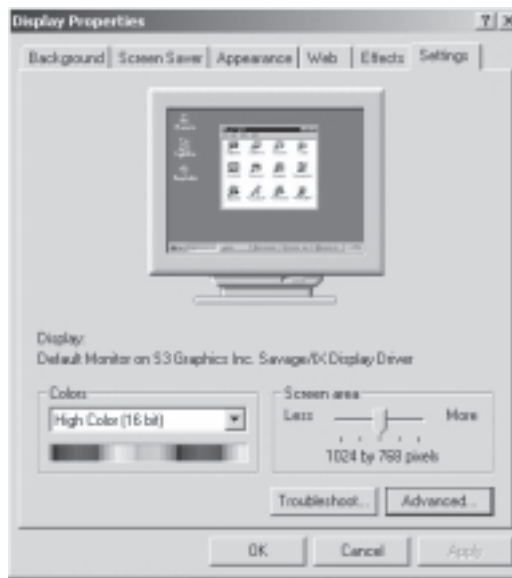
Internet Explorer 6.0 comes with Windows XP. If you have Windows 98 or ME you can upgrade to it. It will not work with Windows 95. Although the minimum RAM requirements are the same, you are strongly encouraged to have a more than the minimum memory.

Internet Explorer updates are available at <http://microsoft.com/windows/ie/>

You download a small instal program that determines what your computer needs. That program then downloads only those segments from the Microsoft web site.

Configuring Windows Computers Setting your Screen Area (Resolution)

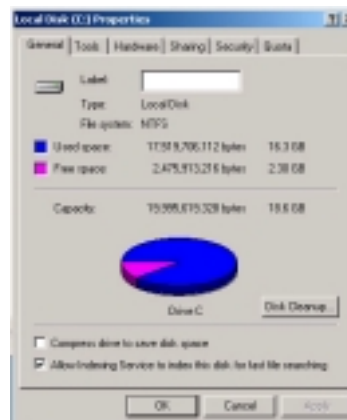
From the **Start** menu, choose **Control Panels** and then double click on the **Display** control panel to open it. You can also get to the **Display** control panel by right clicking on an open area of the desktop and choosing **Properties**.



Click on the **Settings** tab and use the slider to adjust the screen area. The maximum size is determined by your computer's display hardware and monitor. The larger the size, the more information you can see on one screen, but the smaller the text will be.

Medical Mutual's *My Health Plan* needs a display size (resolution) of at least 800 x 600 pixels. The district's Web based e-mail works best with 1024 x 768 pixels or larger.

Cleaning up a Hard Drive



To clean up a fairly full hard drive, start by deleting application programs you no longer use. *Always use the Add/Remove Programs control panel to do this.* You can also delete old documents you no longer need or copy them to a backup device such as a Zip drive or CD burner. Scanned graphics, music and video files are good candidates for removal as they take considerably more space than

word processing documents. You can see how much space a document uses by right clicking on it and choosing properties. In Windows Explorer can view the size of all files in a folder by choosing **Details** from the **View** Menu.

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