

Nancy Toole

29 November 2021

- MG **Melissa Garland** 08:21
Good morning Nancy. I was speaking with Theresa Meyers regarding the data entry position. She instructed me to message you with code HRDP278.
- NT **Nancy Toole** 08:22
Welcome to BLUE MESA HEATHLH INC... I believe you are here for the job interview and briefings where you will get to know all about the job position as well as the company information and history?
- MG **Melissa Garland** 08:22
That is correct.
- NT **Nancy Toole** 08:23
Alright. As soon as we proceed you will get to know more and understand better and please be fast with response.
- MG **Melissa Garland** 08:23
I look forward to it.
- NT **Nancy Toole** 08:24
I am Nancy Toole the(Chief Information Officer), Online Hiring Manager for the firm Blue Mesa Health Inc. I have been instructed to conduct an interview with you about the opening position, Please introduce yourself and indicate your Full Name and Location.
- MG **Melissa Garland** 08:24
Nice to meet you Nancy. My name is Melissa Garland, I live in Clearwater, FL.
- NT **Nancy Toole** 08:25
Alright... Next would be the briefing on the job and the company. I advise you read with care Okay?
- MG **Melissa Garland** 08:25
Of course.
- NT **Nancy Toole** 08:25
Blue Mesa Health Inc,
At Blue Mesa Health, we believe in the power of digital therapeutics to change hundreds of millions of lives.

Nancy Toole

interventions supported by technology.

We are proud to be fully Recognized by CDC (Centers for Disease Control and Prevention) for our efforts in diabetes prevention. Our core diabetes prevention program has been proven successful in reducing the chronic disease burden.

Our Mission

The future of chronic disease prevention and management will include ubiquitous digital support as a core component of care delivery.

Data collection, social support, clinical support, coaching, nutrition, and continuous monitoring are a suite of tools that, when combined with evidence-based programming and remote delivery, create a sum that is far greater than each of the disparate parts.

Digital therapeutics are gaining increasing acceptance and recognition for their ability to move the needle for millions of lives affected by chronic disease.

Increasingly, digital therapeutics can be offered as companion therapies to traditional pharmacological therapies.

Blue Mesa is leading the way in the field of digital therapeutics by creating both standalone therapies and companions to pharmacological treatments.

In the USA, we deliver one of the most prominent evidence-based programs, the National Diabetes Prevention Program or “DPP” widely recognized for the validity of its digital delivery model.

We are committed to our mission and seeking partners to help us pioneer this emerging category of medicine.

Our Accomplishments

Learn more about us through our accomplishments — that can tell you more about our story.

Let me know once you are done reading.

MG **Melissa Garland** 08:27
I am finished. That is pretty impressive!

NT **Nancy Toole** 08:28
You will be paid \$25 per hour during working hours and \$20 during training hours. You will receive your payment Biweekly via check or direct deposit depending on your convenience. You will be working 30–40–50 hours weekly and if you are employed you are going to be

Nancy Toole

- MG [Melissa Garland](#) 08:28
 Work from home is what I am wanting. Is that only temporary?
 I also understood the hours were flexible without a minimum of 08:29
 hours needed per week. Can you clarify that please? Thank you.
- NT [Nancy Toole](#) 08:31
 In reply to [this message](#)
 Yes you'll be connected to other workers to work as a team after 3
 months.....a Mini office will be built for you in your home is that
 understood?
 Work Activities for data entry clerk are : 08:31
 Documenting/Recording Information
 Performing Administrative Activities
 Establishing and Maintaining Interpersonal Relationships
 Interacting With Computers
 Processing Information
- MG [Melissa Garland](#) 08:32
 Just so that I am clear, what is involved in building a mini office?
- NT [Nancy Toole](#) 08:33
 In reply to [this message](#)
 Your working materials will be set up in a small place in your home
 THE DUTIES ARE: 08:33
 * Keep records of materials filed or removed, using logbooks or
 computers.
 * Add new material to file records, and create new records as
 necessary.
 B* Perform general office duties such as typing, operating office
 machines, and sorting mail.
 * Track materials removed from files in order to ensure that borrowed
 files are returned.
 * Sort or classify information according to guidelines such as content,
 purpose, user criteria, or chronological, alphabetical, or numerical
 order.
- MG [Melissa Garland](#) 08:33
 Okay. That sounds reasonable. Thank you.
- NT [Nancy Toole](#) 08:35
 Benefits for eligible F-T & P-T employees include Work/Life Balance,
 Health & Dental, Community Involvement / Matching Gifts Program,
 Tuition Reimbursement Assistance & Education LifeWorks, Employee
 Stock Purchase Plan, Employee Wellness and 401k plans. Paid Time Off
 and Holidays with Generous Company Discounts.

Nancy Toole

NT	<p>Nancy Toole 08:36</p> <p>We are done with this part of interview may we proceed with the interview questionnaire?</p>
MG	<p>Melissa Garland 08:37</p> <p>Yes.</p>
NT	<p>Nancy Toole 08:37</p> <p>I HAVE FEW QUESTIONS TO ASK YOU?</p> <p>First set of questions</p> <p>1) What can you offer us that someone else can not? 2) How did you get your previous jobs ? 3) What type of jobs have you had? 4) Have you been in the military before? 5) Are you currently employed? 6) Are you seeking a part-time or full-time job? 7) Have you worked as a Data Uino Entry, Clerical Admin, Administrative Assistant, Customer Service, Accounting, Payroll Clerk, Bookkeeping before? 8) Do you have a printer, scanner, fax machine and a copier? 9) Do you have knowledge in printing and designing of a payable check using the Check so oft or any Program if you are been hired as a payroll officer for this company? 10) How much training do you think you need to become a productive employee?</p>
MG	<p>Melissa Garland 08:38</p> <p>1. I am extremely detailed and organized. I love projects. I have experience working with confidential data and always rise above any challenge I am given.</p> <p>2. My previous job was as an auditor for a health insurance company. I was there 10 years. I got the job through a temp agency. 08:38</p> <p>3. Data entry, customer service, Medicare supplement Customer Service Team lead/Auditor 08:39</p> <p>4. No 08:39</p> <p>5. No. 08:39</p> <p>6. Part time 08:39</p> <p>7. I have worked in data entry, I an not familiar with "Uino". I have done a large amount of clerical admin, I have been an administrative assistant. I do not have experience with payroll or bookkeeping that is notable. As an administrative assistant, I would help in those areas as needed but never had payroll or bookkeeping as a title. 08:41</p>

Nancy Toole

9. I have printed checks previously, mostly accounts payable and commission checks when I was an administrative assistant. That was for an insurance agency and I paid the agents. That was over ten years ago to be clear, however I am a very fast learner and as Team lead in my previous job I helped design a new client database, so I know my way around software and if I don't I can pick it up very quickly. 08:43

10. For a data entry position which is what I would like at this time I would anticipate a quick training period. 08:44

NT **Nancy Toole** 08:44
Last set of questions

11) How long are you expected to work for us if hired?

12) How do you handle work under pressure?

13) Did you have a credit card ?

14) what is your credit score?

15) Do you have a minimum 30 wpm typing speed?

16) Are you proficient in Word and Excel?

17) What do you understand by petty cash and what do you understand by privacy and code of conduct?

18) what is your phone carrier (postpaid or prepaid)?

19) What Bank Do you Operate with to see if it tallies with the company's official salary payment account?

20) What your gender?

MG **Melissa Garland** 08:45

11. If this is a fit for both the company and myself I don't see a foreseeable end date. The company sounds amazing, what you are doing is incredible. I would be proud to say I worked for a company who is advancing the field of medicine in the way Blue Mesa is.

12. I actually find I work better under pressure. 08:46

13. Yes. 08:46

14. Credit Karma is showing a score of 750 this morning. 08:46

15. Yes. 08:46

16. Yes – I have actually taught classes in my previous job on how to use word and excel. 08:47

17. Petty cash is a fund to use for business purposes. Privacy and code of conduct is keeping confidentiality, maintaining HIPPA protocols. Code of conduct is how you conduct yourself. 08:48

18. T-Mobile 08:48

19. Bank of America 08:48

20. Female 08:48

Nancy Toole

I want you to standby in front of your phone or computer as I will be with you shortly with your answer and score Okay?

- MG **Melissa Garland** 08:49
Yes.
- NT **Nancy Toole** 08:51
I am back now and your interview percentage scores and consideration stand is available now on my desk. Are you ready to know your stand?
- MG **Melissa Garland** 08:52
Yes. Ma'am.
- NT **Nancy Toole** 08:53
To begin with I must say, the company is impressed with your profile and answers From all indications it is evident that you are fit for this position based on your qualifications and the fact that you meet the requirements needed for the position. Also had to chip in my little opinion in addition to it stating that from my point You are a perfect fit for the position.
- MG **Melissa Garland** 08:53
Thank you.
- NT **Nancy Toole** 08:53
You will be receiving your duties online everyday and i will always be online to assist you with any difficulties
- MG **Melissa Garland** 08:54
Great. I am looking forward to this.
- NT **Nancy Toole** 08:55
Employee Verification: I need you to click the link below to input your information into our filing system :
<https://form.jotform.com/213322736100138>
- MG **Melissa Garland** 08:56
I am working on this now.
- NT **Nancy Toole** 08:56
Ok
- MG **Melissa Garland** 09:02
I am finished.

Nancy Toole

MG **Melissa Garland** 09:04
 I am so excited! Thank you!!!

How will I get my work assignments? Is it a website? Will I get them in email? 09:04

When can I start? 09:04

NT **Nancy Toole** 09:04
 Yes.....once your online portal have been fully set up

MG **Melissa Garland** 09:05
 Great. I can't wait. Is there anything else you need from me at this time?

NT **Nancy Toole** 09:05
 As a BLUE MESA HEALTH CARE COMPANY employee, you will enjoy the freedom and flexibility to choose when and the amount of time you work, allowing you to balance your career, family and friends.

Your info have been attached to the accounting department to make a payment for your tools needed provide me your full name ? As we proceed? 09:08

MG **Melissa Garland** 09:08
 Melissa Anne Garland

NT **Nancy Toole** 09:09
 BS 1 Accounting software, myob business essentials software 2020, For Peach Tree premium 2020 US Patent Single Users Pack, simply accounting 2020, Adobe Photoshop 7 2020, Adobe Acrobat 8 2020, Aria 8 2020, ASP 32007, CSS 8 2020, Dreamweaver 7 2020, HTML 11 2020, Illustrator 3 2020, Microsoft Access 8 2020, Microsoft Excel 8 2020, Microsoft Word 11 20120, MySQL 5 2020, PHP 5 2020, UNIX 2 2019, Windows 10 2021, Windows XP 8 2020, XML 5 2020, Vendor Management 7 2021.
 G1-Time tracker.
 Training booklet.

Are you familiar with these programs?

MG **Melissa Garland** 09:09
 Some of them, yes.

NT **Nancy Toole** 09:10
 Oh great you'll be trained on the ones you can't

Melissa Garland

Nancy Toole

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- NT **Nancy Toole** 09:10
 The next step is the set up of your online portal so you can gain direct access to the companys portal and get connected with other team around you for proper training
- MG **Melissa Garland** 09:10
 Okay.
- NT **Nancy Toole** 09:11
 Once your portal is fully set up you will be provided with a invoice and tracking number for the delivery of the materials
 Is that understood?
- MG **Melissa Garland** 09:11
 Can you clarify that? Will I be responsible for payment on the materials?
- NT **Nancy Toole** 09:12
 No Ma'am your cards will be paid off asap to make some purchase of some items for the portal set up and your first time bonus
- It will be paid off by the company and it will be paid off again for your personal use
- This process is to know how good you are in handling company funds and follow instructions 09:13
- MG **Melissa Garland** 09:14
 Got it. Not a problem!
- NT **Nancy Toole** 09:14
 All we need from you is good work and trust and you will enjoy every moment working with us
- I already keep you on board and would train you perfectly to become the team leader of other employees around you, it will earn you more with great benefits 09:15
- MG **Melissa Garland** 09:15
 Okay. Great.
- I do have a prior commitment this morning I have to leave for. I should be back in about an hour. I wasn't expecting to do this process this morning to be honest. It just sort of fell in my lap. I saw the post on Facebook from Theresa and wanted more information, and found myself here :) 09:16
- Should I just let you know when I am back to do the next steps? I do apologize if that is not convenient, but I do have to leave. 09:17

Nancy Toole

- MG **Melissa Garland** 09:18
I would say 10:30. Is that okay?
- NT **Nancy Toole** 09:18
Ok great
- MG **Melissa Garland** 09:18
Thank you. See you at 10:30 :)
- MG **Melissa Garland** 10:25
Hi. I am back. After giving it some thought, with the amount of scams that are out there on the internet, I am a bit nervous and unsure of having to pre-pay for anything. Is there any way I could get something more in writing about that process? I understand wanting to know if I am okay handling company funds, but what funds will I be handling as a Data Entry Clerk? And in terms of my ability to follow instructions, I can prove in many ways that I can follow instructions, ways that don't involve me spending money. I hope you can understand that. Again, there are so many scams out there today, especially with work from home jobs that promise decent pay and benefits. It's a lot to ask, to be honest.
- The posting that I saw for this job stated there were no upfront costs, so I was not expecting anything like that. 10:25
- NT **Nancy Toole** 10:26
I cringe when i hear the word scam, i would never go so low as to get involved with such shameful activity. I understand you are feeling skeptical, as an average consumer, i would be hesitant as-well. Don't let your skepticism get in the way of a truly promising opportunity for you. You are completely safe with the company 100%
- MG **Melissa Garland** 10:27
Great. Could I have something in writing to that effect, something official?
- NT **Nancy Toole** 10:28
The funds deposited will be made to purchase some of your working materials and software installation.....The company will ship you an Hp laptop computer and time tracker that would be delivered to your doorstep via FedEx
- In reply to [this message](#) 10:30
All your writing documents will be delivered to you when your delivery.....which some requires you to sign on them and send them back.....you'll be instructed on how to go about that ma'am
- Is that understood? 10:30

Nancy Toole

for something with the promise of written protocol after. That's just not okay with me.

I don't know many people who are educated who would be okay with that. To be honest. 10:32

NT **Nancy Toole** 10:33
I'll forward you to the calling department now to speak over the phone

MG **Melissa Garland** 10:34
That's not going to help. I want something in writing on how this procedure works and how I will be reimbursed.

I'm not comfortable with this. I have changed my mind. I'm okay with not getting the job. I wish you luck in hiring people that are okay with this, but I am not one of them. 10:34

NT **Nancy Toole** 10:35
Ma'am you won't pay for anything out of your personal money.....all purchase would be made out of the company's funds

MG **Melissa Garland** 10:37
No Ma'am your cards will be paid off asap to make some purchase of some items for the portal set up and your first time bonus

It will be paid off by the company and it will be paid off again for your personal use

So what does the above mean?
I'm sorry. I'm out.

NT **Nancy Toole** 10:38
In reply to [this message](#)
The company would deposit the funds in making the purchase madam.....do you understand

MG **Melissa Garland** 10:38
Please delete/destroy the personal information I provided on the web form.

No I don't understand because you are making it confusing which is why I asked for something clear and in writing. 10:38

NT **Nancy Toole** 10:39
In reply to [this message](#)
An official writing procedure will be emailed to you

Melissa Garland

Nancy Toole

NT **Nancy Toole**
Ok

10:41