

## NURSES NOTES

Welcome to another edition of our company newsletter!! Please contact Jennifer in the office if you have anything you would like to contribute!

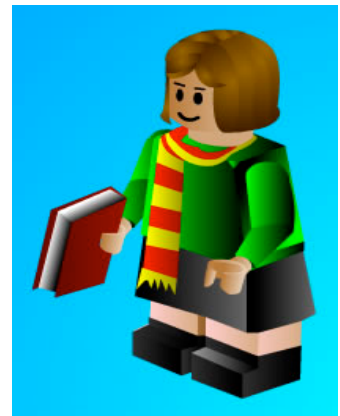


Invoices are to be submitted by Wednesday of each week. You can do this online through our website. It's convenient and CHEAP!  
NO STAMP REQUIRED!!!!

Have you been getting important updates via email? Your evaluation notices should be arriving that way! Please contact the office with any updated email information. You can contact Jen at [jimpriano@homehealthspecialists.com](mailto:jimpriano@homehealthspecialists.com) for changes.

### Our Office Staff

*Ed-President*  
*Holly-Director of Professional Services*  
*Kate-Receptionist*  
*Helen-Medical Secretary*  
*Jennifer-Staffing*  
*Chrissy-Human Resources*  
*Betty-Finances*  
*Emanuela-Nursing Supervisor*  
*Elizabeth-Nursing Supervisor*  
*Kellie-Staffing*



Still not taking advantage of our weekend bonus program? Contact the staffing office for more details! It's an easy way to earn extra cash!!

We are no longer issuing availability calendars. Please email the staffing office, or call if you have any upcoming changes to your schedules. Please make these calls during normal business hours.

Home Health Specialists is no longer offering CPR classes in the office. There are classes offered at Crozer, or you can take it online at [propr.org](http://propr.org)

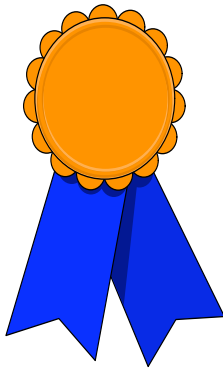
\*Someone is on call 24 hours a day for staffing or clinical emergencies!  
Just call 610-566-2700, and your call will be answered by one of the staffing coordinators!\*

**PERSONNEL FILES!!!! More important than you think!!**

At any time Home Health Specialists can be visited by The Joint Commission. During these visits, employee files are checked for appropriate documents. Please be sure your employee file is up to date at all times! The following is a list of information needed for your file:

-Drivers license	CPR	Health Exam	Child Abuse	Mandatory Inservices
-Social Security	PPD	Auto Insurance	FBI Clearance	4 CEU's Per year

If you have questions about your file, or how to obtain any of these documents, contact the office. Anyone who does not have an FBI clearance, or is unsure how to obtain it, you can go to [www.pa.cogentid.com](http://www.pa.cogentid.com) Also, you can call 1-888-439-2486 Monday thru Friday 8a-6p.



Please remember-your patient's insurance authorization depends upon YOUR documentation. Insurance companies are feeling the burden of the economy and are looking to cut authorizations wherever possible. If there is no documentation, there is no need for them to provide coverage. Subsequently, this will result in loss of pay for you. If you have questions regarding your documentation, please contact Emanuela.

Thank you all for providing such compassionate care to our patients. Not only do their loved ones appreciate it, we commend you as well. Have a safe and happy 2010!