

NURSES NOTES

Welcome to the first edition of the Home Health Specialists newsletter! We hope you find it to not only be informative, but interesting as well. We welcome any suggestions or comments you may have, as well as any contributions you may want to add. Please contact Jen for more information.



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!!!!

Also in 2008, Annual Evaluation notices will go out electronically! You may have already received notification about this change as well. Again, it is important that we have a current email address for you!

More germs are transferred through shaking hands than kissing!! That is why it is so important to remember our hand hygiene policy!

Office Staff

Do you know everyone who works in the office?

Just in case you don't, here is a list of the office staff:

Ed- President

Holly-Director of Professional Services

Aubrey-Receptionist

Helen-Medical Secretary

Eugenia-Nursing Supervisor

Betty- Finances

Chrissy-Human Resources

Emanuela-Nursing Supervisor

Sarah-Staffing

Jen-Staffing



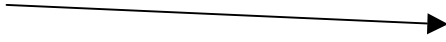
Weekend Bonus

HHS offers a great weekend bonus program! If you work 16 hours over the course of a weekend, starting with a night shift on Friday, you can be eligible. The requirements are simple! If you work 3 weekends per month, you will receive 100.00. If you work 4 weekends per month, you will receive 250.00! Please contact the staffing office for details.

Is your nursing license about to expire?

Contact the State Board of Nursing at 717-783-7142, or visit them online at www.dos.state.pa.us

WANTED:
more
good
nurses



REFER A FRIEND!
Know someone who is looking for a change of pace, or just some extra cash? Have them call HHS, and once they work 40 hours, you will get a bonus of 200.00!

Personnel Files

By law, HHS is required to maintain certain documentation for your file. Please help us remain compliant with JCAHO by keeping your file up to date. The following are credentials that must be up to date:

- ~ Professional license
- ~ CPR
- ~ Auto Insurance
- ~ Malpractice Insurance
- ~ 4 continuing education credits or 1 seminar per year
- ~ Child Abuse Clearance
- ~ PPD
- ~ Yearly Inservices through HHS
- ~ Health Exam

All of these can be faxed or mailed to our office. If you are unsure if your file is up to date, please contact the staffing office.

New For 2008!

Effective January, 2008, Home Health Specialists is hoping to switch to an innovative and convenient way to access your important employee information. This new system would allow you to view your pay stubs, filing status, 401k information, update your direct deposit information and much more. We are sure you will find the new features this program has to offer both exciting and beneficial. Over the next few weeks, you will begin receiving emails about this program. If you have not furnished the staffing office with your current email address, please do so as soon as possible. If you do not currently have an email address, establishing one is simple, and, in many instances, free. Hotmail and Yahoo are providers that offer email free of charge.

We encourage you to call the office with any questions or suggestions you may have regarding this new feature.



DOCUMENTATION GURU SAYS:
"Completing or not completing shift assessments accurately and neatly does not just affect you! Without proper documentation, it makes it difficult for insurance companies to approve the nursing our clients need. Please be prompt with your nurses notes!"

UPCOMING CLASSES

They are several CPR and healthy living classes coming up in November through Crozer. Check out their calendar online at calendar.crozer.org