

American Health Care Professionals

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Home Health Care
Serving Northern Virginia

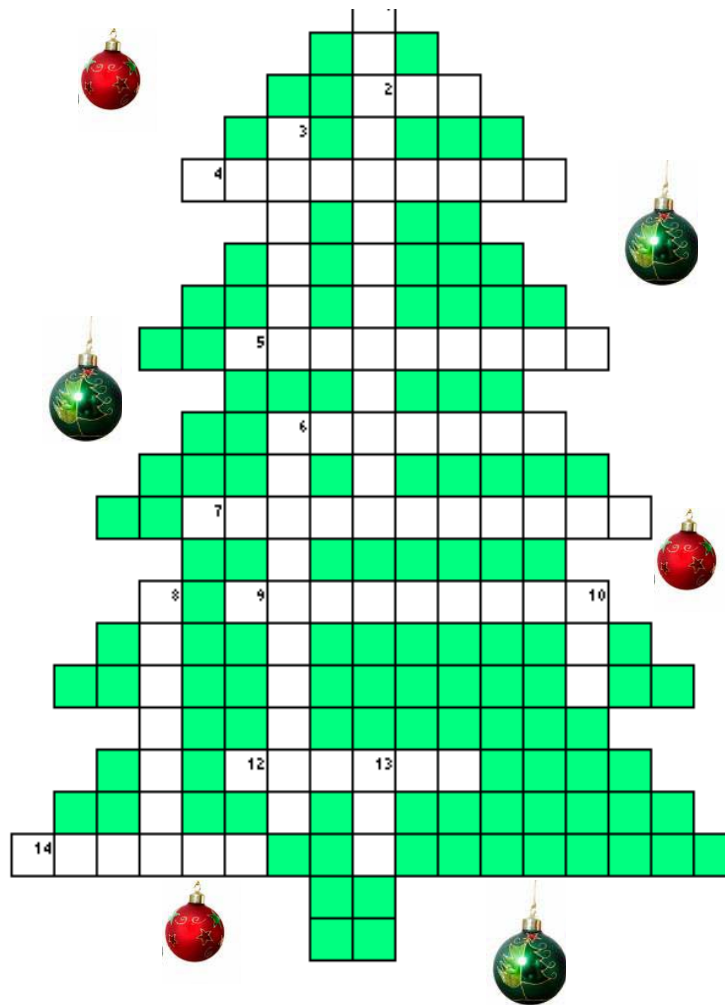
Christmas Crossword Puzzle

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The Vision and Mission of American Health Care Professionals (AHCP):

AMERICAN HEALTH CARE PROFESSIONALS WAS ESTABLISHED WITH ONE GOAL IN MIND: TO PROVIDE COMPASSIONATE, HIGH-QUALITY, SAFE, AFFORDABLE HOME HEALTH CARE TO THOSE IN NEED.



ACROSS

2. A Christmas Color.
4. December 25th
5. "____ roasting on an open fire"...
6. He had visits from the Ghost of Christmas Past, Present & Future.
7. Spicy cookie used to make little houses & people, all covered with frosting and candies.
9. Striped candy
12. Ebenezer Scrooge said "Bah, ____!"
14. Creamy holiday drink.

DOWN

1. An evergreen you decorate with lights and tinsel.
3. He 'stole' Christmas
6. Jolly fat man in a red suit.
8. A fellow made of snow.
10. Santa's helpers.
13. The finishing touch on presents.

Christmas leftovers ...

Big chunks of meat are too good to waste, and boring if not treated with imagination. Casseroles, soups, stratas, and stuffed pastas are some of my favorite ways to transform meats into delicious meals. And leftovers should be used quickly, for food safety reasons. Turkey should be eaten within two or three days. Ham lasts a little longer - four or five days. Roast beef should also be used within a few days. Freezing these ingredients will keep them safe and delicious for about a month.

You don't have to spend this week making ham or turkey sandwiches. Cranberry sauce is a wonderful dessert ingredient. Mashed potatoes can be an elegant filling for beef rolls. And ham is delicious in pasta, soups, and a crispy, savory filo roll. I love turkey in a rich cheese sauce, layered over toasted English muffins and broiled until bubbly. Roast beef is excellent in manicotti, and in a delicious spinach salad. And leftover Christmas cookies aren't leftover - they're meant to be eaten!

Payroll / Billing / Non-Skills

It's hard to believe 2009 is just about done 2010 here we go!!!!

Holiday Pay

New Years Day (Jan 1st)

We are strongly encouraging you to reschedule any patients you may have on those days unless ordered by a physician.

Any visits need to be authorized by the business office for payroll to get holiday pay.

In-service

We will be offering an Oasis Time line in-service January 7 @ 1pm for ALL clinicians to help you have a better understanding of

how crucial time sensitivity in turning in paperwork and TDR's are. Please do everything in your power to attend this in-service. If you are unable to make it please contact Beatriz or Jocelyne and we will schedule an individual meeting to accommodate your schedule.

For any cases that multiple clinicians are order, nurse becomes the "case manager" and it is the responsibility of the case manager to communicate and coordinate time and date of SOC appointment so that they are the first ones in the home. If therapist goes in a day before the SN because of lack of communication they will not get paid for that visit. Com-

munication is the key element.

For any CNA's or HHA's, if a patient pay client asked you to stay longer you must get authorization from the business office to stay extended hours.



Merry Christmas

by Deborah Randall

The Best Christmas Gift

I desired to be a teach when I was a young girl. Much of my spare time was spent playing school in my bedroom. I would line all of my dolls and stuffed animals in a row on my bed, making a classroom setting. I would sit at my little desk at the foot of my bed and teach my class full of students. I diligently made out their tests and then filled in the tests for them, making sure to miss some answers. I graded my students' papers and handed them out to them. I would play for hours teaching from discarded books from my school.

One Christmas morning I excitedly got out of

bed and ran into the living room to tear into all my presents. My mother had four daughters, and it was our custom to have each girl's present in their own separate piles.

A red suitcase was sitting in my area of gifts. I grabbed it and opened it, totally unsuspecting of what the contents would be. My face lit up in delight as I examined each little gift in

**"For unto you is born this day in the
city of David a Saviour ..."
Luke 2:11**

the contents of the suitcase. There were paper clips, pens, paper, rubber bands, thumbtacks, notebooks, a stapler and staples, and everything a young teach would need. No gift has ever thrilled me more than the teacher's suitcase. It ended up being the best Christmas gift I ever received as a child.

Many years ago in a stable in Bethlehem a baby boy was born that would be the sacrificial lamb for all sin. His birth and His death made salvation possible to a lost people. Jesus was indeed the best Christmas gift that was ever given. The blessings from this gift still flow today.

Intake / Staffing Dept

Attention all clinicians:

We would like to thank you all for being patient with us during this time of many In-services and trainings. There are a few reminders I would like to discuss with you all.

Whenever nursing and therapy are ordered, nursing **has to** open the case. This is a Medicare guideline in which we all must follow. If you are a therapist and you are scheduling a visit with a patient, contact the nurse who will be opening the case to confirm client is already opened. This will alleviate any problems or confusions between the client and the clinicians. If you find that the RN has stated they are opening a case on a certain date at a certain time, upon your evaluation **ALWAYS** check to make sure the Red Admission Folder is in the patients home. If you do not see it, ask the patient if the nurse has come out and ask to see the folder. Communication be-

tween clinicians is very essential especially when dealing with a patient care. At that point it is your responsibility to have them sign a consent form or you do not have permission from the client to continue.

Every clinician is expected to have 12 hrs of In-servicing. These hours are started from your first working day each year. You are responsible for making sure you have your 12 hrs by the end of your year. This is a guideline in which we must stay in compliance with. Any clinician who has not completed their hours by the end of their year will be put on hold by the office until the 12 hrs are completed. If you are not sure where you stand with these hours, please be sure to contact me at the office and I will gladly update you with that.

Schedules are due on a weekly basis. For those of you who have been submitting them

in THANK YOU!!!! This helps the office out greatly in coordination of care with hospitals, doctors offices, in-take, and other clinicians. If you have not been submitting your schedules, please be sure to do so.

Again we would like to thank all of you for your hard work and dedication. Providing patients with the best care possible takes a team effort. Enjoy your holiday.



Tree

by Tja Fort

Quality Improvement

by MaryK & Kei

Merry Christmas!!!

Keep up the good work of turning in documents promptly. (on time!).

We do have a couple of reminders:

1. Please pay attention to the end date on your care plans. A number of you have con-

tinued seeing clients beyond that date. You must write a care plan addendum along with a physician's order to continue care.

2. Be sure to document WHY and WHEN you miss visits on a communicational note. Just calling Tja to say the client is in the hospital, client refused, has Dr's appoint-

ment, etc is not sufficient, completing a communication note as well as a physician's order (to communicate the laps in care with the physician is very crucial) it must be done in addition to communicating with the office.

Have a wonderful safe holiday!!!!

Innovation Team Update

Next Meeting January 7th from 12-1pm

Four community services opportunities were presented in staff meeting and the result is all four ideas were 100% supported. Listed below are the 4 ideas present along with the individual researching how we can get involved.

1. Food bank (Jocelyn, PT)
2. (a) Free clinic centers; (b) Vienna Women's Center (Trish,RN).
3. VFW - veterans (Mary K).

4. Assisted living facility/Senior Center (Kekelwa).

At our next planned meeting we will be narrowing down coordinators and presenting an action plan for executing our next step and involvement. We will also be extending the opportunity to ALL the employees to sign up and be apart of a "team" that will focus on one area. You are welcome to sign up for as many teams as you feel led.

Stay updated and if you would like to be

involved and are unable to attend the meetings please contact Kei @ kekelwa.dall@ahepofva.com



Frosty

***Calendar of Events ***

January

Monday	Tuesday	Wednesday	Thursday	Friday
				1 New Years Day Office Closed!!
4	5	6	7 Innovation Team Meeting 12pm -1pm Time line In-Service (RN & PT's) 1pm-2pm	8 Payday
11	12 HHA / CNA In-Service 12pm	13	14 HHA / CNA In-Service 4pm	15
18	19	20	21	22 Payday
25	26	27	28	29



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TO PROVIDE COMPASSIONATE, HIGH- QUALITY, SAFE, AFFORDABLE HOME HEALTH CARE TO THOSE IN NEED.

American Health Care Professionals (AHCP), a division of the American Health Home Care Group, Inc., was established in 1995 in the State of Virginia. AHCP is one of the leading providers of comprehensive home health care services in the Northern Virginia area. AHCP participates in Medicare / Medicaid, commercial insurance, private pay, and personal care waiver.

AHCP is a single source for skilled nursing, physical, occupational, speech and social work, disease management education, help with daily living activities, as well as other therapies and services.

A CHRISTIAN COMPANY GUIDED BY CHRISTIAN PRINCIPLES.

For further information, please contact Clishia Taylor RN, MBA - Administrator ext. 204

Community EMPLOYEE OF THE MONTH (January 2009)



Biographies

Edith Sanchez, HHA was born in Lima, Peru.

Edith relocated to the United States 14 years ago, the first few years were very difficult but she states that things are really good now and she is very happy.

Edith is married and has a son who is a student at George Mason University.

Edith is a Home Health Aide and has been part of our team for almost 2 years.

Office EMPLOYEE OF THE QUARTER (January-March)



Biographies

Tja Fort, Administrative Assistant - born and raised in Alexandria, VA and graduated from West Potomac High School in 2003. There she attended and completed academy courses in ASL, PT/OT, as well as Medical Terminologies. Working primarily in a hospital setting for 5 yrs. She ventured off into the world of Home Health Care in Nov. of 2007.

Tja is an owner of a cat, dog (American Eskimo) and 2 snakes (Columbian Red Tail boa and a Dumeril Boa). Her interest in the health care field stemmed from her passion of loving and always wanting to cater to the needs of others as well as animals.

We want to hear from YOU!!!! If you would like to nominate someone to be the employee of the month please email Mary K @ maryk.johnson@ahcpofva.com for community staff and Clishia @ clishia.taylor@ahcpofva.com for office staff. Also, please email a mini biography (just something you would like for us to know about you) to Mary K as well . Thank you!!