

American Health Care Professionals Newsletter



MEMO To All Clinicians:

Please Note: Clishia Taylor RN, MBA-Administrator and Beatriz Arroyave – Assistant Administrator will be out of office 12/2/09-12/3/09

Alternate Administrator is Kei Dall MA

Director of Clinical Services/DON is Ruth Meagher, RN

Please direct all payroll questions to Jocelyne Spellman – Business Office Assistant/Non-Skilled Dept or non urgent issues can be left on Beatriz Arroyave voice mail at ext. 208.

All non urgent issues can be left on Clishia Taylor voice mail at ext. 204

H1N1 Vaccine:

- We now have the H1N1 Vaccine and it is available for ALL employees who are interested, please call the office to make an appointment and bring in or have your physician fax in your order.
- It is also available for clients, MUST have an order!!!! Please give the office the name of the client because we need to keep a record of who is receiving it.

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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.

Save the Date !!!

What: Annual Christmas Party

When: December 11, 2009

Time: Open House from 9am - 5 pm

For Who: All Employees, friends and family

Come and enjoy a time of food and fellowship

Food will be provided by AHCP but if you have a special holiday recipe or something that you like to share with others you are welcome to bring it.

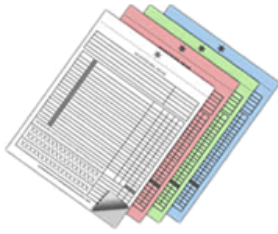
P.S.

We will be having a professional photographer here as well so if you'd like to get your picture taken we are encouraging everyone to dress accordingly; it's optional

OFFICE WILL BE CLOSED CHRISTMAS DAY

Payroll / Billing / Non-Skills

Beatriz Arroyave & Jocelyne Spellman



Verify Info

In preparation for the end of the year we are asking all employees to verify that the business office has your correct information for your W-2 forms; address and social security. Please call to verify with Beatriz.

Visit Notes

Vital signs, time in & out, and date should be on the visit note prior to having patient sign so that their signature is verifying that the info is correct.

Medication Profile

For all admitters, please be sure you are leaving the duplicates for the Medication Profile (CM-2 yellow copies) in the clients home.

Consent

Still noticing that if it's a dual case we are not receiving the signed consent for by both clinicians, as a reminder even if you are only completing an Eval a signed consent form is still required.

Holiday Pay

The office will be closed Christmas Day & New Years Day. 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.

“ A Thanksgiving to Remember”

By Darla Young

“For as the heavens are higher than the earth, so are My ways higher than your ways, and My thoughts than your thoughts”

Isaiah 55:9

It all changed with one unexpected phone call. It was our year to spend Thanksgiving with my side of the family, but when the phone rang with the devastating news that my brother-in-law had been diagnosed with a difficult-to-cure form of Leukemia, we quickly began to make plans to travel to Arizona. We were cautioned that the leukemia had been caught so late that the treatment would be intense, and it would leave him weak and unable to interact with us. The prognosis was precarious, if not hopeless, from a medical perspective, and so we prayed. Having prepared ourselves with this bleak diagnosis, we were utterly surprised when we showed up at his room a few days later and visited

with an alert, active patient, with few side effects from His treatment. What was his source of strength? He was trusting in God. After his first chemo treatment, he was declared *cancer free*. The doctors marveled, since most patients require a minimum of several treatments before there is a hope of the cancer going into remission. We rejoiced in God over this. But God still had other plans for Andrew. A year to the date, Andrew was once again diagnosed with Leukemia. It all began when he went in for a checkup, due to some neck pain. Further deflating our faith, was the fact that we had just gone before the District Board for approval to start a church. My husband used his brother's miraculous story as

part of his presentation. Our human understanding asked the question of God, “Why would you heal someone, and then take them back to where you had brought them from?” This time Andrew would need a bone marrow transplant. My husband and his sister were tested, and she was, in the doctor's words; “The best match they had ever seen.” Again, many miracles happened. He was out of the hospital in twenty days; one hundred twenty days was the soonest anyone had been released before! His miracle confounded the doctors one more time, and showed us a wonderful example of God's *higher ways!*

Quality Improvement Issues

Mary Kay and Kei



Hi Everyone,
HAPPY THANKSGIVING,
Hopefully you did not "over do" with turkey and all of the trimmings.

A couple of reminders: when a patient goes to the hospital

call into the office so we will know **AND** write a communication note stating this and the date it happened. **AT THE SAME TIME** write a transfer and physicians order--then it is all done at once and everyone is informed.

Everyone must do the 2-day "Medicare" form even if they are not Medicare (we are treating all insurances the same)---please remember to do so. Thank you very much!

Staffing & Intake Dept

Tja Fort



I would like to personally thank all of you who voted me as the Office Staff Employee of the Month for December. It brings a warm sense of appreciation for the job as well as the employees. It is great honor to say that the hard work done here in the office is a result of the hard work done by the clinicians. Staying in compliance and staying

updated with what's going on in patient care contributes a lot of the work efforts put behind it. Again, I would like to thank all of you for recognizing not only myself but the office staff in its entirety. Thank you guys for all your hard work, keep it up!! Working together we can achieve our mission and vision, to provide compassionate, high quality, safe

affordable home health care to those in need.

As a small reminder, remember to turn in your schedules on a weekly basis.



Innovation Team Updates

The Innovation team has decided to turn gears and take a different approach, instead of having one person leading the Innovation Team we will have a different "facilitators" each meeting. We are encouraging a different facilitator each month and would love to have as many involved as interested, even if it means emailing or faxing in ideas that you may have.

To give an update on some of accomplishments achieved by the Innovation team thus far:

- "Thinking of you" or "Get well" cards sent to clients in hospital

- Employee birthday cards
- Improvement on the "My Emergency Plan" in the Red Admission Folder
- Still in the process of getting feedback to improve the newsletter

There are several more ideas pending and being considered so keep watching for some more great things to come.

Last meeting we had a brainstorming session on ideas that we can possibly incorporate in AHCP, after we individually brainstormed about ideas we agreed on one topic to further expand on; Community Service. From there we challenged

shared by Kei, Mary K & Jocelyne S

EVERYONE to take the topic home and continue brainstorming about community service and expand their thinking and let their imaginations run wild on different opportunity that we as an agency can get involved in. Next meeting we will take everyone's ideas and plan the next step of utilizing them.

We would love to hear from you even if you are unable to attend the meeting we would embrace your ideas.

Please fax or email all ideas to Kei @ kekelwa.dall@ahcpofva.com



UPCOMING MEETINGS AND EVENTS

Please mark these dates on your calendar :

Morning Prayer: Every Morning (all AHCP staff invited).

Staff Meeting: Every Wednesday at 11am-12noon.



Innovative Team:

Meeting December 3, 2009
 12pm-1pm * Lunch will be provided
 Email suggestions to Kei @ kekelwa.dall@ahcpofva.com if you are unable to be present

Christmas Day -
 December 25, 2009 - Office Closed

New Year's Day -
 January 1, 2010 - Office Closed

HHA & CNA In-Service:

December 15th from 12pm or December 17th at 4pm

Select Data Oasis Training:
 December 1st, 2nd & 14th
 See calendar for details

FREE Regular Flu & H1N1 Shots are being given at AHCP in the Vienna office for all employees. Please contact office to arrange for your shot. Either bring in or have your physician fax over an order.



December

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Session II - NEW Oasis Training 10am - 12pm (RN's) 3pm - 5pm (PT's)	2 Session II - NEW Oasis Training 11am - 1pm (PT's) 2pm - 4pm (RN's)	3	4
7	8	9	10	11
14 Session II - NEW Oasis Training 1pm - 3pm (RN's)	15 MANDATORY ALL HHA / CNA IN-SERVICE 12PM	16	17 MANDATORY ALL HHA / CNA IN-SERVICE 4PM	18
21	22	23	24	25 Christmas Day! - Office Closed

MANDATORY FOR ALL CLINICIANS:

Please call and let Jocelyne know which time frame PER SESSION you will be attending. It is only required that each clinician only attend 1 time frame per session.

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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

EMPLOYEE OF THE MONTH (December 2009)

Community Staff



Biographies

Amelia Finney, RN was born in the Philippines.

As a youth she moved to Houghton, NY and lived with friends where she attended school. After college she relocated to New York where she began nursing training at Presbyterian Hospital. Amelia worked most of her career at the Fairfax County Health Department. After a brief time in retirement she joined the team here at AHCP.

Amelia is married, her daughter and 2 granddaughters live with them. She also has a son, him and his family live in Ashburn. They spend lots of time together as a family. She enjoys reading and also volunteering at her granddaughters Elementary School.

Office Staff



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. She one day plans on becoming an OB/GYN as well as a Veterinarian.

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, we would like to insert a mini biographies for all employees of the month (just something you would like for us to know about you) so please email your bio to Mary K as well . Thank you!!