



# 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 9/22-9/26/09

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Alternate Administrator is Mollie Hairston-Board Sec

Director of Clinical Services/DON is Claire Burke RN, OCN, CRNI

Director of Client Services is Kei Dall MA

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

In Addition: Clishia Taylor RN, MBA-Administrator will be out of office 9/28-9/30/09.

Alternate Administrator is Beatriz Arroyave– Assistant Administrator

Director of Clinical Services/DON is Claire Burke RN, OCN, CRNI

Director of Client Services is Kei Dall MA

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

### 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.*

## Quality Improvement Issues

Mary Kay and Kei

### A very important reminder:

All clinicians are required to discuss the expected discharge date with the client prior to the discharge (minimal 2 day before expected date). Clinicians must go over pink form and get clients signature along with date.

This documentation is required from ALL clinicians!!! A MUST!! Please be sure to complete type of discipline (ex: SN, RN)

Thank you soooo much,



**Billing, Payroll, OASIS & Select Data Issues:** Beatriz Arroyave & Jocelyne Spellman

Vital Sign Log

To serve as dual purposes we are including a “Vital Sign Log” in the admission folders for all disciplines to use while seeing a client. This will help each discipline to provide the best care for the client while monitoring vitals signs, wound measurements and other pertinent info provided by other disciplines. This will also assist in preventing accusation that the vital signs were not taken. Please work together so that we make sure our clients are receiving the best care they deserve. If you



are the last discipline in the home we are asking you to collect this spread sheet and turn it in with your paperwork. This would be greatly appreciated!

Name Badges

We are in the process of updating ALL employee name badges with new pictures. Please come by the office and see Jocelyne in the next couple of weeks to take a picture so she can make new name badges. If you are unable to make it into the

office please email her a picture of yourself and she will try to use that one.

Time Off Request

All disciplines can take holidays off as long as you submit a request form 2 weeks in advance. Also keep in mind that if you are taking a vacation please submit a request form in as well so we can put it on the calendar and know that you will not be available.

**“ His Temptation and Ours”**

By Oswald Chambers

Until we are born again, the only kind of temptation we understand is that mentioned by St. James—“Every man is tempted, when he is drawn away of his own lust, and enticed.” But by regeneration we are lifted into another realm where there are other temptations to face, viz., the kind of temptations our

Lord faced. The temptations of Jesus do not appeal to us, they have no home at all in our human nature. Our Lord’s temptations and ours move in different spheres until we are born again and become His brethren. The temptations of Jesus are not those of a man, but the temptations of God as Man. By regeneration the Son

of God is formed in us, and in our physical life He has the same setting that He had on earth. Satan does not tempt us to do wrong things; he tempts us in order to make us lose what God has put into us by regeneration, viz., the possibility of being of value to God. He does not come on the line of (continue on pg 3)

*For we have not an high priest which cannot be touched with the feeling of our infirmities; but was in all points tempted like as we are, yet without sin. Hebrews 4:15*

**Schedules Reminders**

Tja Fort



Attention all clinicians:

Thank you all for your hard work and patience. We would like to personally thank those clinicians who have been compliant and have sent in their schedules. This greatly helps improve the staffing and intake with new clients. This also helps the office when a patient

calls in either to confirm their visit or maybe because they have forgotten when a clinician is coming out to see them. We no longer have to put that patient on hold to call around. We are now able to answer them in a prompt and professional fashion. Again thank you ALL. For those who have yet to turn them

in, please do so. We encourage these schedules because it allows us to be in constant communication with the clients, clinicians and the office staff.

When turning in the admission packets, please be sure that you are writing (cont. on page 3)



## “His Temptation and Ours”

tempting us to sin, but on the line of shifting the point of view, and only the Spirit of God can detect this as a temptation of the devil.

Temptation means the test by an alien power of the possessions held by a personality. This makes the temptation of Our Lord explainable. After Jesus in His baptism had accepted the vocation of bearing away the sin of the world, He was immediately put by God’s Spirit into the

testing machine of the devil; but He did not tire. He went through the temptation “without sin,” and retained the possessions of His personality intact.

Continue from page 2.....



## UPCOMING MEETINGS AND EVENTS

**Please mark these dates on your calendar :**

**\*\*\*Provided is a employee survey to better improve communication between office and field staff. Please complete and submit to the office by 10/1/09 and you will receive an incentive.\*\*\***

**Innovative Team:** Headed by Kekelwa Nyaywa

**Meeting October 1, 2009**

**12-1pm** \* Lunch will be provided

**Staff Meeting:** Every Wednesday at 11a-12noon.

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

**FREE Flu Shots** are be given at AHCP in the Vienna office for all clinicians. Please contact office to arrange for your shot.



## Schedules Reminders

Continue from page 2.....

the patients number on the bottom of each page. If they are not written in, this slows the auditing process down, especially when it’s a payroll week. If you do not know the patients number please contact the office and request it. Every patient you accept will have a number assigned to them, and

you are responsible for knowing it.

Keep up the good work, together we are striving for the best quality care possible.

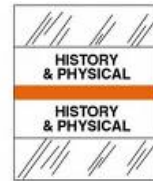
## Home Health Diagnosis for Admitting Clinicians: Claire Burke

Accurate diagnosis' with dates and severity levels is needed for Coding.

The most accurate coding can be done when all the pertinent diagnoses are placed on page CM 1.

Accurate coding is important because that determines the amount of money we will receive from Medicare. Of course we want to get as much reimbursement as we can. Therefore, **your** help is needed!

It is true that Select Data does our Coding. However, their ability to code is entirely dependent on what **you** write on CM 1 and provide in your notes.



"How am I supposed to know all the diagnosis'?"

For starters, look at your H & P.

- It is helpful if this is done prior to your visit. If you do not receive an H & P with the referral, then please call the office and we can assist you to get one.
- Having an idea of the patient history ahead of time will help you focus on confirming what you already have and obtaining more information by questioning the patient.

Look at the medication list.

- Do you see medications for hypertension, diabetes, osteoporosis, and asthma? Use that to ask the patient why they are taking these meds and get an approximate date of onset for the particular disorder. Sometimes it helps to ask the patient or a caregiver if they have any other medical diagnosis other than the one(s) you are treating.

Put the diagnosis down in the order that you think is the most important.

- The main diagnosis we are treating goes first, then other comorbidities that could contribute to the care.
- With each diagnosis there must be either an onset date or an exacerbation date.
- Please assign a severity using the guidelines on the top of page CM 1. This part is a bit subjective, so think about the guidelines and ask the patient if they have had (for example) any problems with their Blood Pressure since they were diagnosed. If they say *"I don't have hypertension anymore"* and they are on meds, this means they do have hypertension, but it is controlled and stable on meds.

Also, please remember to add the following items if applicable to your list:

- Long term use of Insulin
- Long term use of Coumadin
- Hx of Transplant (describe)
- Attention to Vas Cath (for any patient with a central line, including piccs)
- For wounds, please describe WHERE the wound is (Open Wound to abdomen)
- Blindness to one or both eyes.



For any further questions or assistance please call the office. We are here to help you!

## 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.

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 OPERATING UNDER CHRISTIAN PRINCIPLES.**

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



HOME HEALTH CARE SERVING  
NORTHERN VIRGINIA

120 Beulah Road #201  
Vienna, VA 22180

Phone: 703-319-3801  
Fax: 703-319-3805  
E-mail: ahcpofva.com



We're On The Web  
[www.ahcpofva.com](http://www.ahcpofva.com)



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## EMPLOYEE OF THE MONTH (October 2009)

American Health Care Professionals would like to recognized **Daysi Morales PCA** for being voted as Employee of the Month for October 2009. **Daysi** is a **Personal Care Assistant** and has been outstanding in the care she provides to our clients.

