

American Health Care Professionals

Employee Communication Survey 2009

We are committed to improving communication between staff and the office and we desire your input! Please fill in the survey and return to the office by 10/1/2009. Thank you for your cooperation!

Newsletter Communications

Currently the newsletter is the main source of communication for reminders, new policies, upcoming meetings and review of current policies and procedures.

Please be honest, we value everyone's opinion

Do you **read** the newsletter? Y N Sometimes

Do you **read** it on the day it comes in the paycheck? Y N Sometimes

Do you **read** the newsletter on the **Intranet**? Y N Sometimes

Do you **read** all pages of the newsletter? Y N Sometimes

Do you find it easy to read? Y N Sometimes

If no, explain:

Are there any sections you feel should be **omitted**? Y N (list below)

If yes, explain:

Would you like us to modify the content or flow of the newsletter? Y N Maybe

If yes, explain:

Other Types of Communications between office and field staff

Please answer the following questions regarding other communications such as schedule changes, new referral information, documentation errors, etc.

List in order of preference the way you prefer to be contacted (5 being the best)

Call or leave voice mail on cell phone	1	2	3	4	5
Call/Message to home phone	1	2	3	4	5
Email	1	2	3	4	5
Combination of phone and fax	1	2	3	4	5
Combination of email and phone	1	2	3	4	5
Combination of email and fax	1	2	3	4	5

Do you get too many calls from the office? Y N Sometimes

Which type of calls do you get too much of? (Check all that apply)

- Documentation errors?
- Looking for your schedule?
- What time are you seeing a patient?
- New referral?
- Calls because we cannot read your handwriting?
- Missing documentation?
- Patient Updates?
- Other _____
- Other _____

Do you have a computer (internet accessible)? Y N

Do you have a fax machine? Y N

Please provide us with current contact information:

Name (print) _____ Date _____

Email _____ Home# _____

Cell# _____ Fax# _____