

ISSUE 2, VOLUME 2 - FEBRUARY EDITION

CHOICE GAZETTE

Official Employee Newsletter of Choice Health Group



STAY CONNECTED IN THIS ISSUE:

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- P1: Work/Life Balance
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Compliance Reminder
- P3: Milestones
- P4: Tips for Success
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THINK

Before you speak, **THINK**; is it...?:

TTrue

Helpful

Inspiring

Necessary

Kind





WORK LIFE BALANCE

Promoting Health and Wellness at Work

Eighty percent of the world's employees want better work/life balance! Craving it the most are employees in Hong Kong, at 96%. The least pressured are employees in Denmark, at 67%, but even that is pretty high. The key is being aware of how you are using time. Try this: First decide where you want to achieve better balance. The big "8" are relationships, family, finances, spirituality, health, career development, socializing, and leisure. Use 3x5 Cards for this exercise to write down the areas to achieve better balance on as the big "8" might not be relative to you. Then twice a day, get a reminder from your online calendar or some electronic device.

At those moments ask "Do I have free time in my day or week to insert a target activity to improve balance? If yes, schedule it. Do you suddenly have two hours in your schedule between 8a.m. and 10a.m. tomorrow? Then start the exercise routine you've always wanted, get lost in a book, have breakfast with your partner or family, or just find a quiet spot at the park and sit or walk.



"My philosophy of life is that if we make up our mind what we are going to make of our lives, then work hard toward that goal, we never lose

- somehow we win out."

-Ronald Reagan



KANTIME

COMPLIANCE REMINDER

Oh the pain of switching EMR platform, we hear! Why did we do it? Here are a few reasons (not all) as to why we switched. First off, everyone should be held accountable. Secondly, This is the fastest growing post-acute software provider, providing cloud based enterprise software to home health, hospice agencies to name a few. It helps agencies improve clinical compliance, increase operational efficiency, and most importantly deliver quality patient care which matches our company philosophy "Do It Right The First Time." If you are not currently familiar with KanTime please reach out to one of Clinicians so that they can assist you in becoming acclimated. Furthermore, Please make sure to go back to KanTime to correct any advisable error in the system and notify our team of this change so we can double check. We hope by doing this; it will eliminate any miscommunications or future payroll errors. We appreciate your patience and cooperation!

The goal of HHA survey is to make a determination as to whether the agency is in compliance with CoPs set forth as per 42 CFR Part 484. This is a reminder that we take pride personally and professionally in delivering quality patient care. Furthermore, our goal is to be leaders in our industry and the standard is nothing less than Golden. As an agency we are expected to show evidence that we have appropriate practices and protocol in place. Survey or not; doing the right thing all the time is the integrity of our business. As a simple compliance reminder:

- If you are unsure of something - Ask.
- If you don't get your answer or resolution - Escalate
- Please be reminded that the goal is to find a resolution together with the best outcome for delivering patient care.

Continuous learning is the name of the game so lets all be kind to each other, communicate clearly and follow policies, procedures and best practices guidelines so we are ultimately accountable for ourselves.



How
better
happens.



FEBRUARY

ANNIVERSARY

Rashid J., RN 02/15/2019
Christine T., RN 02/15/2019
Diana M., LVN 02/06/2017
Rosario D., CHHA 02/08/2019
Ebunayo O., CHHA 02/20/2018
Felicia S., Caregiver 02/01/2016

BIRTHDAY

Julie S., RN 02/25
Richard C., Chaplain 02/20
Grace Du., RN 02/03
Perla A., Caregiver 02/05
Natalie G., Caregiver 02/16
Paris G., Caregiver 02/07
Mary M., Admin 02/26
Karine A., CHHA 02/23
Vanessa M., CHHA 02/17
Galina S., CHHA 02/13
Asia M., LVN 02/08
Justin S., LVN 02/23
Rosy A., LVN 02/20
Araksi A., LVN 02/23
Jasmine T., LVN 02/10
Sophia R., Billing 02/20
Rhea G., Staffing 02/26
Johana C., RN 02/22
Maryrose P., RN 2/12
Aimee R., 02/26

KUDOS

Have something nice to say about a fellow coworker or supervisor? Please email me your Kudos so that I can include it in this section. Kudos slips can be retrieved from the HR department or you can simply email us your Kudos. If you would like your Kudos to remain anonymous that can be achieved. We love compliments, appreciate team players and most of all these Kudos can also be dedicated for the people who motivate you constantly to show up and love what you do and where you work.





TIPS FOR SUCCESS

Redefine success with an option of "CHOICES". You pave the way to your own success. Increase your productivity by being open to your supervisor and keeping clear concise communication. Adjustments may be required to improve productivity and a better relationship with your supervisor according to your expectations and their expectations. Both you and your supervisor want the same thing - optimal productivity, good communication, and well managed processes. Be sure you understand your own biases (come on everyone has them). It is impossible not to possess a few based on our life experiences. However it is unacceptable in a work setting and biases are predetermined tendencies to make judgements or act in certain ways based upon your point of view. Self awareness key to gaining self control. You will be less likely to say or do something to undermine a positive work culture. Instead, you will champion and promote a workplace where everyone feels respected.

Suggestions? Comments? Concerns?

Maybe you want to advocate for a cause that we can all participate in. Send us an e-mail. We would love to hear your feedback and ideas.

CORONA VIRUS

NOVEL CORONAVIRUS What You Need to Know

Coronavirus is a type of virus that causes diseases of varying severities, ranging from the common cold to more serious respiratory disease. A novel (new) coronavirus is a new strain of coronavirus that hasn't been identified before in humans.

How is it spread?



Through coughing and sneezing



Close personal contact, such as touching or shaking hands



Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands



Because novel coronavirus is new, we are learning more each day about the transmission patterns and incubation periods



People who have traveled to or from Wuhan, China since December 1, 2019, could have been exposed to the virus. Seek medical care if you traveled to Wuhan and develop a fever and cough or respiratory symptoms within 14 days of your return.

What are the symptoms?



Fever



Cough



Difficulty Breathing



Severe Illness

How can I protect myself when I travel?

Travelers going outside the US

- Avoid animals (alive or dead), animal markets, and products that come from animals (such as uncooked meat).
- Avoid contact with sick people.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available.
- Avoid touching your eyes, nose, and mouth.

If you traveled to Wuhan and feel sick

- Stay home and avoid contact with others
- Seek medical care right away. Before you go to a doctor's office or emergency room, call ahead and tell them about your recent travel and your symptoms.
- Don't travel while sick.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. Throw the tissue in the trash.