



## EMPLOYEE ORIENTATION PACKAGE

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## WELCOME TO COMMUNITY HEALTH CARE

**Community Health Care** is a home health agency that provides personal care, home management, transportation, respite care, companionship and case management. Our registered nurses, licensed practical nurses, medical technicians, certified nurse aides, personal care assistants and social workers render services to individuals with physical and mental disabilities, social and environmental needs and financial limits. Our exceptional, nurturing care helps relieve overwhelming stress and anxiety for clients and their family caregivers.



Our offices in Maryland serve Allegany, Anne Arundel, Baltimore City, Baltimore County, Calvert County, Caroline, Carroll, Cecil, Charles, Dorchester, Frederick, Garrett, Harford, Howard, Kent, Montgomery, Prince George's, Queen Anne's, Saint Mary's, Somerset, Talbot, Washington and Worcester. We render an environment that genuinely cares for the people we serve.

Our office in North Carolina serve Alamance, Caswell, Davidson, Davie, Forsyth, Guilford, Montgomery, Randolph, Rockingham, Stokes, Surry, Yadkin, North Mecklenburg, Cabarrus, Catawba and Chatham.

We serve the Washington DC area for home management and sitting services only. We render an environment that genuinely cares for the people we serve.

### CONTACT INFORMATION

318 South Eugene Street  
Suite 106  
Greensboro, NC 27401  
Office – 336-285-7001; Fax: 301-341-2274  
Email: communityhealthcarenc@aol.com  
Website: www.communityhealthcareinc.com

**Leah Martin – Director**

**Olivia Martin – Deputy Director**

# ADMINISTRATIVE POLICIES

## SITE POLICIES

### OFFICE HOURS

The normal hours of operation for the Greensboro location is Monday through Thursday 9:00am to 5:00pm and Friday 9:00am to 1:00pm. We are closed for all federal observed holidays. In addition, any closures due to local, state or national security emergencies including severe inclement weather mandates will be observed.

### EMERGENCY CALL OUTS

***Life Happens!!*** We require that all employees – Registered Nurses, Certified Nursing Assistants and office personnel - handle incidents and emergency call outs professionally and consistent with our company standards and values. You are required to notify our office immediately so that we can minimize interruptions of our clients scheduled services. ***All calls relative to emergency call outs must always be routed through the office number (336-285-7001) and made within 2 hours of your designated start of tour. This includes during regular business hours, before regular business hours and after business hours.*** To avoid any conflicts, you should never create a schedule with a client without prior office approval. Adherence to these procedures ensures consistent handling and resolution of problems as well as minimizing interruption of client services.

### CHECK AND PAYROLL PROCEDURES

On January 1, 2019, Community Health Care's pay day changed from Friday to Monday. (See the attached Payroll Schedule.) For the fastest, safest way to receive your payroll check, we encourage the use of direct deposit. If you do not have a checking or savings account, you may use a ***Rush Card*** by calling 1-855-992-4848 to have this card activated for you. You may also obtain a ***Green Dot*** card from your local ***Wal-Mart Store***. ***All requests for checks to be mailed must be in writing. We will not be responsible for lost checks. We cannot guarantee the US Postal service delivery time for mail. You are responsible for any stop payment fees associated with issuing a new check.*** All questions regarding payroll and associated issues should be addressed during normal business hours only. Monday – Thursday 9am -5pm; Friday 9am – 1pm.

Community Health Care, Inc. has implemented ***Online Employer*** as a system for ease in accessing your paystubs. Therefore, we will not release paystubs from the office. The following is the procedure for access:

- Go online to [www.Communityhealthcareinc.com](http://www.Communityhealthcareinc.com)
- Click on employee's view paystub link at the bottom
- Click on create your account
- Use Access code: 17831062
- Temporary Username: Your last name and last 4 digits of your Social Security Number (Ex: Jones4567)

Please keep your information in a secured place. ***We have no access to your account*** and cannot provide you with lost or forgotten passwords.

***It is inappropriate to discuss payroll issues with your clients. Your clients are not responsible for decisions regarding payroll, salary or associated issues.***

### DRESS CODE

Community Health Care Inc. requires attire that is appropriate and comfortable to complete the assigned task. Scrubs are preferred but not mandatory for RN's and CNA's. ***Closed toe shoes are required to ensure safety.***

## AID LOGS – TIME SHEETS

Community Health Care, Inc. is reimbursed for services rendered by Medicaid, which is a federally funded program paid through the State of North Carolina's Department of Health and Human Services (DHHS). DHHS will not pay the provider's time if not properly documented. All CNA's are required to submit their signed Aid Logs by 5:00pm on Mondays. The exception is Tuesday by 5:00pm when there is a federally observed Holiday or inclement weather closure on Mondays. These Logs must be properly signed by the Aid and Client.

## DHHS COMPLIANCE POLICIES

### NORTH CAROLINA NURSES REGISTRY

The first step in your employment as a Registered Nurse (RN) or Certified Nursing Assistant (CNA) in the state of North Carolina is to meet all the requirements set forth on the Board of Nurses website ([www.ncbon.com](http://www.ncbon.com)) and the Division of Health Service Regulation ([www.ncnar.org](http://www.ncnar.org)). These websites house your training, licensing and information related to any investigations into *allegations of abuse and neglect, misappropriation of property, fraud and drug diversion, and posts pending investigations and findings to the Health Care Personnel and Nurse Aide I Registry.*

### CONDITION OF EMPLOYMENT CERTIFICATIONS

The State of North Carolina's Department of Health and Human Services (DHHS) requires ***all Certified Nursing Assistants*** to have current identification (driver's license, state issued identification or passport), social security card, current CPR and First Aid Certifications, current Tuberculosis Test (TB) and submit to a criminal background check. These should be submitted with your employment application. ***In addition, as a condition of employment they must be kept current.***

### BACKGROUND CHECKS

Per the North Carolina Department of Health and Human Services Clinical Coverage Policy (3L Section 1.7), we are required to perform a criminal background check on RN's and CNA's. This background check will include a review of the North Carolina Health Care Registry to determine if the potential employee has any substantiated findings for any criminal activity, including client neglect, stealing or selling drugs belonging to a provider, abusing or stealing a client's property, or fraud. Additionally, we cannot bill for Medicaid PCS services provided by an individual with any listed convictions on the criminal background check conducted in accordance with 7.10(d.1) of the Clinical Coverage Policy 3L. After the initial background checks have been processed and received, ***annually on the anniversary of your employment, you are required to provide to the agency a police report or criminal record from the courthouse.***

## CORPORATE - AGENCY COMPLIANCE POLICIES

### EMPLOYEE RIGHTS

Personnel policies and procedures apply to all employees and are detailed in our *Employee Handbook* to provide information about Community Health Care, Inc. practices, procedure and rules of conduct. All individuals are required to read, understand, and become familiar with the policies and comply with the standards. Procedures and standards in the personnel policies are intended to guide employees who are hired within the agency and make them aware of their rights and benefits.

Community Health Care, Inc. is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, religion, sex, marital status, physical handicap, medical condition, or age to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

We are also committed to providing a work environment that is free of discrimination. In keeping with this commitment, Community Health Care, Inc. maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for you to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others. *Sexual harassment of employees by the directors, staff, coworker, or clients is prohibited.* Unlawful sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. If you believe that you are being, or have been harassed in any way, please relay the facts of the incident or incidents to your Director or Board of Directors immediately, without fear of reprisal.

Community Health Care, Inc. is committed to maintaining a *workplace* that is as free as possible from threatening and *violent* behaviors. Workplace violence (WPV) is a recognized hazard in the healthcare industry. *It is defined as any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. It can affect and involve employees, clients, vendors and visitors.* All employees are to report concerns regarding workplace violence risks, hazards and incidents immediately to the Directors and management personnel immediately. This meets the standards of the "Health Care Workplace Violence Prevention Act".

## CLIENT - PATIENT RIGHTS

Community Health Care, Inc. is committed to *all employees respecting the rights of our clients.* Client Quarterly Reviews will address questions and concerns regarding their care. Any deviations will be addressed by the Directors and management team.

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## ACKNOWLEDGEMENTS

I fully understand Community Health Care, Inc.'s ***Administrative Procedures and Policies*** as set forth in this ***Employee Orientation Package.*** This includes the following:

- Site Policies
  - Office Hours
  - Emergency Callouts
  - Check and Payroll Procedures
  - Aid Logs – Time Sheets
- DHHS Compliance Policies
  - North Carolina Nurses Registry
  - Condition of Employment Certifications
  - Criminal Background Checks
- Corporate – Agency Compliance Policies

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Employee Signature

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Date