



## THINGS YOU NEED TO KNOW

1. You have agreed to read the entire handbook.
2. Do not give your phone number to the clients.
3. Only bring minimal items to client's home.
4. The patient may only be left with a trained caregiver. Please refer to the Plan of Care, section 21.
5. Do not transport the patient in your vehicle.
6. The standard week is Sunday 0001 until Saturday at 2400.
7. Please submit your next month's availability by the 15th of each month.
8. Shift variation must be approved by the scheduling department.
9. No call/no show, frequent tardiness, or cancellations are cause for termination.
10. Accurate time-in/out is imperative. The Illinois Department of Professional Regulations views falsified timesheets as a felony.
11. Charting must be completed with each medication, interventions, assessment but at a minimum of every 2 hours and should be finished before leaving the home.
12. New/change orders must be entered into KanTime for office processing.
13. On-Call hours, weekdays 1630-0800, weekends and holidays. Call 630.236.3501 or 800.872.4427.
14. All injuries should be reported to HR as soon as possible after the incident.
15. Practice privacy of client information, adhere to the HIPPA policies.
16. Keeping your HR file up to date is your responsibility, you can't work without a current CPR and nursing license on file at the office.