



April 2014

New this month...

Paystubs online  
Upcoming In-services  
Compliance Corner  
Birthdays  
Meet Your Office Staff

## Paystubs Now Available Online!

Recently CCOR mailed everyone a copy of how to check your paystubs through the ADP website. That website is <https://workforcenow.adp.com>. On this site you will be able to:

- ✓ Update your personal information such as address, phone numbers and emergency contacts
- ✓ view and print your pay statements and annual statements
- ✓ view your filing status and employee information
- ✓ view and print your W-2's at the end of the year

If you have any questions please contact the accounting department and speak to Molly or Ciara.

## Holiday Hours

CCOR offices will be closed on Friday April 18<sup>th</sup>. In case of EMERGENCIES please call the 585-451-7468 (on-call line).

*Fraud abuse MUST be reported!*

**585-546-1219**

*(This is an anonymous hotline)*

## Upcoming In-Services

**Rochester:** Wed, 4/30

**Geneva:** Tues, 4/29

In-services start at 8:30 AM and you may **ONLY** attend by signing up with Kelly in HR **BEFORE** the class.

## Compliance Corner

Thanks to all of you for trying hard to get the patient specific tasks on your time sheets. There has been a great improvement in that documentation! A couple of reminders:

1. Please do not staple timesheets together or any other paper to the timesheet. If you need to attach something please put a paperclip on them. It tears the time card when trying to separate them.
2. When copying over the patient specific task from the care plan to your timecard please make sure you copy it exactly. For example, if the care plan says "prompt taking blood glucose" and you write "blood glucose" and circle a **T** it makes it look like you did the blood glucose test which is not allowed as a PCA. Also don't forget to circle a **T**, **A**, or **ND** for each specific task.

## April Birthdays!

Jacklyn C. 4/1    Karissa G. 4/15    Kim M. 4/25  
Genesis D. 4/2    Kathyanne B. 4/17    Tashara G. 4/26  
Sharde G. 4/2    Nicole T. 4/17    Mariea S. 4/27  
Cheryl G. 4/6    Stacey Rae B. 4/17    Mylynda K. 4/27  
Elizabeth Z. 4/9    Taquilla R. 4/17    Nicole J. 4/27  
Asburn M. 4/10    Iris L. 4/19    LaRonda M. 4/28  
Elizabeth C. 4/10    Carol M. 4/18    Patricia M. 4/30  
Malikka K. 4/11    Elachia D. 4/19    Sandra L-J 4/30  
Debra C. 4/12    Debra L. 4/19  
Nelson A. 4/14    Brianna T. 4/25

## Shout Outs & Welcomes!

Shout out to **BETZY CASTRO** for getting two transfer poles donated for her client from the Pinegrove Senior Center in Irondequoit.

Shout out to **NICOLE BORKHOLDER** for being awarded the Lucretia Richter Nursing Scholarship (Nicole is a student at the College at Brockport).

### *Please welcome:*

- Kristina Raffa: Service Coordinator/Batavia
- Jennifer Coccia-Manuel: Customer Service/Clinton
- Stacey Rae Benner: Admin Support & Marketing Coordinator/Clinton

## Reminders



- Time Sheets are due **EVERY FRIDAY**
- Call Offs must be at least 6 hours before the shift
- The On-call phone is for EMERGENCIES only!
- Payday's in April are the 11th and the 25th, checks are available of Fridays **ONLY**
- Time off Requests for any "holiday" are required one month before and are first come first serve.

## Recipe Corner

### April's Recipe: **10 Minute Chicken and Noodles**

This recipe is as simple as the title makes it sound. This basic recipe uses only 6 ingredients and you can switch out different vegetables and pasta shapes to use all of your favorites.

Serves: 4  
Cooking Time: 10 min



### Ingredients

- 1 small can chicken broth
- 1/2 teaspoon dried basil
- 2 cups vegetable combination (carrots, broccoli, cauliflower)
- 2 cups uncooked noodles
- 2 cups cooked cubed chicken
- 1/8 teaspoon pepper

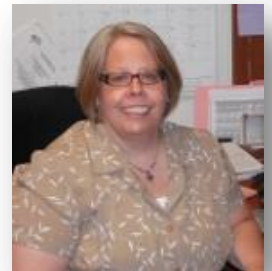
### Instructions

1. In medium skillet mix broth, basil, pepper and vegetables. Over medium-high heat, heat to a boil. Reduce the heat to medium. Cover and cook for 5 minutes.
2. Stir in uncooked noodles. Cover and cook for 5 more minutes or until the noodles are cooked. Add chicken and heat through.

## Meet Your Office Staff

Sandy brings over 12 years of homecare experience to guide and shape the policies and procedures of the organization. In her time as a nurse Sandy has worked in a diverse number of environments including homecare, long term care, infusion care and teaching. She currently is an instructor at St. John Fisher College and has held her Masters of Science in Nursing since 1998. Sandy is the Director of Compliance and Quality Assurance. In this role Sandy also oversees the education department.

Sandy is also active with several nursing and homecare committees, including acting as the President of the Finger Lakes Chapter for Health Care Providers.



I want all of our employees to know how valuable each and every one is for CCOR and that without all of you working to care for our clients...There would be no CCOR. Thank you for all that you do.