



CATHOLIC CARE CENTER

Greetings!

I want to welcome you to Catholic Care Center. We treasure our residents and want to ensure they have the best care possible. Thank you for bridging the gap in our staffing needs during this time. In order to better streamline our process to record hours to meet guidelines for CMS, we are asking agency staff to use our time clock when they arrive and leave for their shift. To best assist you, I have compiled you some instructions to assist you with this task.

Finding the Time Clock: You will find the time clock near the employee lounge. You can enter through the front door and travel back until you find the Bistro in the plaza. Merge to the right and past the Administrative Offices (you will see sign in hall) until you reach a dead end and turn left. You will find the time clock to your left before enter the employee lounge.

Operating the Time Clock: This process is simple, you just need to enter your provided Catholic Care badge number _____ and hit enter.

Important Reminder: This will not be a substitute for your current practice. You will still need to complete your time sheets and follow your previous procedure for your employer.

Have Questions? You can locate a charge nurse in Whispering Brooks directly east of the time clock in the nearest nurse station for assistance.

Electronic Health Record: All staff is expected to chart for each resident each shift. If you do not have a log in, please notify the charge nurse immediately so that we can get you the correct information to complete your expected tasks. Your charge nurse will need to call the Manger on call.

Thank you again for choosing Catholic Care Center. Your efforts are appreciated by the associates, residents and their families.

Respectfully,

Kate Pentz, Administrator