

# CONTINUUM'S WEEKLY UPDATE

January 13th,  
2016

## From Our Records Department

Please make sure that at the start of your shift you write your date and arrival time on your nurses note. Nurses notes and flow sheets should be mailed to the office weekly in the brown mailing envelopes provided. We would appreciate it if you could tape the envelopes shut to make sure they don't open up in transit. If you need more envelopes, please let the office know.



### Reminder

Please remember to call in and out to our payroll line (703)749-0016 at the beginning and end of your shift to ensure that your paycheck is accurate.

## PHYSICIAN AND FAMILY SATISFACTION SURVEYS

In addition to the surveys that we have sent you, our nurses, we have sent out surveys to the other important partners in our care continuum.

Families and physicians have also received surveys these past few weeks. As we receive these surveys back, we will review the information and establish goals for improving our work in the year ahead. We believe that we are able to become better as a company as a result of shared accountability. We will work together to identify areas of success and celebrate them. We will identify areas where we can grow, and we will work together to do what we need to improve.

### Winter Driving

It's a good idea to always keep a full tank of gas in your car during winter months. Also, leave a few extra minutes in the morning to let your car warm up and to scrape ice off your car if you need to.