

General Orientation

- I. Introduction**
- Welcome
 - Home Health Overview
 - Agency Mission
 - Overview of Agency
 - ▶ Operating Hours
 - ▶ Scope of Services
- II. Team Commitment and Responsibilities**
- Community and Customer Relations
 - Business Ethics
 - Patient Ethics
 - HIPAA
 - Ethics Committee
 - Usage / Telephone Courtesy
 - Professional Conduct
 - Attendance
 - Professional Appearance / Dress Code
 - Discrimination and Harassment / Reasonable Accommodation
 - Drug Free Workplace
 - Smoke Free Workplace
 - Fraud and Abuse Laws
 - ▶ Illegal Remuneration
 - ▶ Non Solicitation
 - ▶ Documentation Fraud
- III. Human Resources / Personnel Administration**
- Employment Information
 - ▶ Personnel File Maintenance
 - HR Policies and Practices
 - ▶ In-service / Education

- ▶ Employee Performance
- ▶ Employee Grievance / Complaint Resolution
- ▶ Progressive Discipline
- ▶ Patient Complaints

IV. Compensation

- Compensation
 - ▶ Work Schedules
 - ▶ Time Sheets / Records
 - ▶ Pay Checks
 - ▶ Deductions
 - ▶ Overtime
 - ▶ Holiday

V. Safety

- Risk Management
- Personal Safety
- Fire Safety Procedures
- Exposure Control
 - ▶ OSHA
 - ▶ Exposure Control
 - ▶ Hepatitis B
 - ▶ Personal Protective Equipment
 - ▶ Hazardous Waste
 - ▶ Infection Control
- Workplace Violence
- Emergency Preparedness
- Equipment Safety
- Incident / Occurrence Reports
- Abuse and Neglect
- Adverse / Inclement Weather

Signature: _____ Date: _____

Supervisor: _____ Date: _____