



WHY WORK FOR MED1CARE?!

- FULL BENEFITS PACKAGE INCLUDING DENTAL AND VISION PLAN
- BENEFITS AFTER 90 DAYS OF FULL TIME
- 401K WITH UP TO 5% MATCH
- EMPLOYEE APPRECIATION EVENTS
- FOOD TRUCK FRIDAYS
- EMPLOYEE OF THE MONTH RECOGNITION
- FLEXIBILITY
- HOME HEALTH OR STAFFING OPTIONS AVAILABLE
- COMPETITIVE WAGES
- VOTED TOP WORKPLACE IN 2019 & 2022
- MUST BE 18 YEARS OR OLDER TO APPLY

**Interested in joining our Med1Care
family?!**

Call 419.866.0555 or visit med1care.org!



*"No
Place
Like
Home."*



#1 in Quality Service and Quality Care

EMPLOYEE HANDBOOK

Findlay Office

116 South Main St.
Findlay, OH 45840
Phone: 419-422-0305
Fax: 419-422-0306

Toledo Office

1225 Corporate Dr. Suite B
Holland, OH 43528
Phone: 419-866-0555
Fax: 419-866-0556



Welcome to Med1Care!

Thank you for choosing the only 5 star Home Health Care Agency in the area!

In this video, Med1Care will share what makes us a 5-star rated agency and leader in home health care, along with new hire information, including our **new employee handbook and standard policies and procedures.**

Med1Care has been in business for over two decades, servicing the Northwest Ohio region with skilled homecare and supplemental staffing solutions. We service Toledo, Findlay & 26 surrounding counties with more opportunity to expand in our future. Whether you are looking for a long-term career option or more per-diem work, consider Med1Care your home.

Our mission statement expresses our commitment to our patients and community to provide quality service and quality care: "With integrity, compassion, and competence, we will serve our customers in an extraordinary way." We will respect the sanctity of each patient's home and endeavor to enhance the quality of life by appropriately responding to the physical and emotional needs of our patients. Our health care team will respond to the requests of patients, physicians, staff and the community with professionalism, reliability, integrity and efficiency.

Our commitment to you!

We will:

- Have a registered nurse available for visit or phone consultation 24 hours a day, 7 days a week
- Provide a nursing evaluation within 24 hours of referral
- Bring professional health care to your home through staff that is knowledgeable and caring
- Communicate with your physician accurately and in a timely manner
- Provide care that is individualized to your needs
- Encourage you to participate in your care
- Provide education to your family as directed by your physician
- Treat you and your property with dignity and respect

To begin, I'd like to introduce you to Med1Care's employee handbook. The following information will outline Med1Care's guidelines for employment.

New Hire Information

Employees must maintain a current credential file with MedlCare, which is necessary to work in the healthcare field. This means the employee is responsible to complete all in-services, annual updates, and keep all physicals, TB records, Fingerprints, automobile insurance and other information as required by federal & state laws. If an employee fails to keep credentials up to date, the employee is subject to termination. All new employees are placed on a 90-day probationary period. The employee can be dismissed without recourse anytime during this 90-day period.

Maintaining an Active Employment Status

To maintain an active employment status with MedlCare, we must know your availability. You must contact the office on a weekly basis with your schedule. You must work at least five shifts per month to maintain an active status with MedlCare. Excessive rejection will result in termination of active status. Rejection of more than two cases in a 45-day period is considered excessive rejection and will result in immediate termination. Excessive complaints concerning performance will result in termination. Any complaints regarding care issues or falsification of time, warnings are not required, and first offenses will result in immediate termination.

Uniform Policy

All uniforms should be neat, clean and well fitting. Red or Black Scrubs are recommended. Shoes should be closed toe, with clean laces. A MedlCare ID badge must be worn at all times. Hair should be neat, clean and off the collar. Jewelry and makeup should be minimal. No perfume or cologne is to be worn. For your own safety, long piercings are not permitted. Personal hygiene should be excellent at all times.

Work Ethic/Confidentiality

All information concerning a patient must be kept confidential and should only be addressed with MedlCare or someone who is professionally concerned with the patient. Salary information is to be kept confidential and is to not be discussed with other employees or patients. MedlCare employees are prohibited from taking food, gifts or money from any client or patient. A code of ethics must be established to achieve a standard of professionalism. We appreciate your cooperation.

Work-Related Injuries or Accidents

Any injury or accident that occurs while on duty must be reported to the MedlCare office immediately and an accident report must be completed within 24 hours of injury, as well as a drug screen. This includes injuries to yourself, a patient in your care or any injuries witnessed while on duty.

Miscellaneous

Employees are responsible for their own transportation to and from work. **Employees are not to transport clients or patients.** Employees are prohibited from friends or relatives visiting them during work hours. Personal telephone calls are prohibited while on duty. If there is an emergency, and someone needs to get a message to you while you are at work, have them contact the MedlCare office and we will contact you. Do not release the phone number of the client or patient to anyone; do not give your phone number to a client. If the client needs to reach you, have them contact our office. In return, we will not release your phone number or personal information to anyone.

Complaint Process/Grievance Policy

Any employee who feels he/she has a complaint shall have an opportunity to confer with his/her supervisor about the complaint. This should be done in a timely fashion and, depending on the nature and severity of the complaint, shall be presented in writing. If the complaint is not resolved to the employee's satisfaction by the supervisor, the employee may consult with the Members of the LLC. The employee is responsible for presenting the complaint in writing.

Action taken by the Members of the LLC shall be presented in writing to the employee and shall be binding to all parties involved.

Exit Interview Policy

I understand that if for any reason I leave MedlCare and any of its divisions, that I will be required to submit to an exit interview. The purpose of the exit interview is to provide an opportunity for existing employees and a representative from management to finalize the employment condition and to provide MedlCare an opportunity to improve personnel management. I will also be required to return all equipment and supplies, including name badge, at the time of the exit interview and prior to receiving my last paycheck.

Employee Code of Ethics

Unprofessional, disrespectful, or illegal behavior, including but not limited to the following is prohibited during the provision of authorized services.

1. Consuming The consumer's food/drink or using the consumer;s personal property without the consumer's consent.
2. Bringing children, pets, friends, relatives or anyone else to the consumer's place of residence.
3. Taking the consumer to the provider's place of residence.
4. Consuming alcohol, medicine, drugs or other chemical substances not in accordance with the legal, valid, prescribed use and/or in any way that impairs the provider in the delivery of services to the consumer.
5. Discussing religion or politics with the consumer and others in the care setting.
6. Discussing personal issues with the consumer and others in the care setting.
7. Accepting, obtaining, or attempting to obtain money, or anything of value, including gifts or tips from the consumer, household members and family members of the consumer.
8. Engaging with the consumer in sexual conduct or in conductthat may reasonably be interpreted as sexual in nature, regardless of whether or not the contact is consensual.
9. Leaving the home for a purpose not related to the provision of services without notifying the agency supervisor, the consumer's emergency contact person, any identified caregiver, and/or the consumer's case manager, or, for consumer-direct service providers, leaving the home without the consent and/or knowledge if the consumer.
10. Engaging in activities that may distract the provider from service delivery including, but not limited to:
 - Watching television or playing computer and/or video games;
 - Making or receiving personal telephone calls;
 - Providing care to individuals other than the consumer;
 - Smoking with or without the consent of the consumer;
 - Sleeping
11. Engaging in behavior that causes or may cause physical, verbal, mental, or emotional distress or abuse to the consumer.
12. Engaging in behavior that may be reasonably interpreted as inappropriate involvement in the consumer's personal relationships.

Employee Code of Ethics (Continued)

13. Being designated to make decisions for the consumer in any capacity involving a declaration for mental health treatment, power of attorney, durable power of attorney, or guardianship.
14. Selling or purchasing from the consumer products or personal items. The only exception to the prohibition occurs when the consumer is a family member and the provider is not delivering services.
15. Engaging in behavior that constitutes a conflict of interest or takes advantage of or manipulates services resulting in an unintended advantage for personal gain that has detrimental results for the consumer, the consumer's family or caregiver, or another provider.
16. Cannot transport clients anywhere.
17. Cannot use the client's car.
18. Breach client's privacy or confidentiality.
19. No employee will serve a consumer or client who is the parent, stepparent, or spouse of the employee.
20. It is my responsibility to report abuse, neglect, and/or exploitation of a consumer to the MediCare office, Co, ODJFS or designee, including PP Case Manager, Notification within 24 hours.

Code of Ethics

INTEGRITY

Maintain honesty and clear communication in the workplace.

TEAMWORK

Work together to get the job done.

OBJECTIVITY

Don't make career decision based on whom you like best..

CONFIDENTIALITY

Maintain clients' confidence at all times.

GROWTH

Always pursue professional growth.



Attendance Policy

MedlCare's attendance policy is based on the calendar year and not your hire date. Any employee accumulating more than 6 points in a year will result in termination. The point system is as follows:

- Tardiness or leaving an assignment early - 1 pt.
- Weekday call off - 2 pts.
- Weekend or short-notice call off - 3 pts.
- Holiday call off or no call/no show - 6 pts.

Documentation is required for all excused absences. If proper documentation is not provided to the office within 24 hours, the absence(s) will be considered as unexcused. Extended illnesses or medical leaves will be handled on a case-by-case basis. Extended unpaid personal time off, such as unpaid vacation, must be submitted in writing at least 14 days in advance to ensure proper coverage, or may not be granted. Excessive time off requests can result in termination. If any employee quits without notice, or no call, no shows for an assignment, or call-offs on the weekend without proper documentation, all wages for that week will be at the federal minimum wage. Please note - a no call, no show is any call off with less than a 4-hour notice. When calling off, the employee must call the office phone line; this is monitored 24/7. You should not leave a call off on voicemail; you must speak to a live person. If you receive the voicemail, please call back. You are not permitted to call off to your patient; a call off directly to a patient or client will result in immediate termination.

ATTENDANCE
MATTERS
ALL DAY, EVERYDAY
MED1CARE

Time Sheet Policy

Timesheets must be turned into the office every Monday by Noon (12pm) in order to receive a check on Friday. If a major holiday falls on a Monday, then your timesheet must be in on Tuesday by Noon (12pm). The timesheets must be completed with the client name, client full signature, employee name and signature. The timesheet also must have the full shift date (month, day and year), time in, and time out with "AM or PM" in order to be processed for payroll. All timesheets must be legible. If your timesheet(s) is not submitted to the office by the above deadline or is not legible you will not receive a paycheck on Friday. We only process checks on Fridays, so if your timesheet misses the deadline you will not receive a check until the following week.

Furthermore all care provided must be checked off at time of completion and authorized by the client. A minimum of one item of personal care service must be completed each episode of service for any home health aide client(s). If a client receives split care (i.e. 2 hrs in am and 1 hr in pm), a separate timesheet must be filled out for each block of time. Further if client receives services from multiple payer sources must fill out a timesheet for each payer source (i.e. 3 hrs of homemaking services is approved through passport program, and 2 hours of personal care services are through the Medicaid program), a separate timesheet will have to be filled out from the 3 hours of passport time, and the 2 hours of Medicaid time. All care provided must be reflected on the timesheet, if a client refuses services must document on the timesheet, and contact the MediCare office.

Additional copies of blank timesheets can be found on our website at www.medicare.org.

I ACKNOWLEDGE MediCare provides **PAY STUBS AND W2s ELECTRONICALLY. ***A fee is charged for printed copies.**

I ACKNOWLEDGE MediCare provides a **PAY CARD FOR DIRECT DEPOSIT**. Personal account information can be used after account verification has been completed (up to 2 weeks).

If for any circumstance a check has to be mailed, MediCare will send your check via USPS (from out of state). Once it is placed in the mail, it is out of our control. If you do not receive your check, a fee of \$35 will be charged and withheld from the reissued paycheck.

I have read, and fully understand the timesheet policy. I further understand that my timesheet(s) are my responsibility, and not the responsibility of MediCare.

Daily Visit Check-In Policy

In order to verify your time, all employees are required to clock in and out using the AloraPlus app or website. All employees are required to clock in when arriving at the clients, and clock out prior to leaving the clients. In addition, MedlCare will periodically call to verify you are at the client's house at said times. All home care employees still need to fill out paper timesheets. The information entered into the app or website will be cross referenced with the timesheet to verify everything is accurate. Both documents must be accurate in order to receive a check on Friday. Please understand that if you fail to clock in or out, or fail to turn in a paper timesheet, this may cause a delay in your payroll check.

In-Service Policy

Caregivers and STNA's are required to complete the twenty mandatory in-services annually, as well as the required annual updates which include the Pledge of Confidentiality, Skills Test, Skills Checklist, Physical, TB Test, Fingerprints, and any other time sensitive information. All other employees are required to complete four annual in-services, as well as required annual updates which includes the Pledge of Confidentiality, Skills Test, Skills Checklist, Physical, TB Test, Fingerprints, and any other time sensitive information.

Non-Compete Agreement

Employee has agreed to adhere to the entire non-compete agreement as signed during orientation. Employee promises that during the term of his/her employment with the company, and for (6) six months thereafter, he/she will not engage in employment with any home health care client of whom he/she provided services to during employment with MedlCare.

Employees are strictly prohibited from transferring the care of a MedlCare home care client to any other home care provider agency or becoming an "independent" provider or sub contract provider to any of MedlCare's clients or patients. Further, employees are prohibited from working for another homecare agency while employed with MedlCare or working as an independent provider while under the employment of MedlCare as that is a conflict of interest.

MedlCare may enforce the legal agreement which was signed at the time of orientation by suit for damages, injunction or both.

FALL PROTOCOL

Falls should be reported to Dr, case manager, and the MedlCare office within 24 hours of the incident. If you are first in home and you witness a fall or a fall is reported to you, please follow:

- Assess client's safety and need to call EMS if witness fall
- If a client reports a fall, ask if the client went to the ER or if they are experiencing any pain or discomfort as a result of the fall.
- Doctor notified through doctor's order
- Team notified through Alora mail and copy/paste into the communication log.
- Case manager needs to be notified. Case manager name and phone number can be located on the admission page.

RN, OT, PT, ST

- Can complete all steps themselves
- Office can assist with calling the case manager if unable.

OTA, PTA

- Can complete all steps with the exception of Doctor's orders.
- Assistant will contact Therapist to communicate the fall and Therapist will write Doctor's communication.

HHA

- Assess client safety and well being
- Contact the office and Nurse for follow up with the team, Doctor, and Case Manager.

**If a client states they already reported the fall, please follow up with the overseeing nurse and MedlCare office staff as clients may not always be a good historian.*

FACT SHEET

HAND HYGIENE GUIDELINES FACT SHEET

Improved adherence to hand hygiene (i.e. hand washing or use of alcohol-based hand rubs) has been shown to terminate outbreaks in health care facilities, to reduce transmission of antimicrobial resistant organism (i.e. methicillin resistant staphylococcus aureus) and reduce overall infection rates.

CDC is releasing guidelines to improve adherence to hand hygiene in health care settings. In addition to traditional hand washing with soap and water, the CDC is recommending the use of alcohol-based hand rubs by health care personnel for patient care because they address some of the obstacles that healthcare professionals face when taking care of patients.

Hand washing with soap and water remains a sensible strategy for hand hygiene in non-health care settings and is recommended by the CDC and other experts.

When health care personnel's hands are visibly soiled, they should wash with soap and water.

The use of gloves does not eliminate the need for hand hygiene. Likewise, the use of hand hygiene does not eliminate the need for gloves. Gloves reduce hand contamination by 70 percent to 80 percent, prevent cross-contamination and protect patients and health care personnel from infection. Alcohol-based hand rubs should be used before and after each patient just as gloves should be changed before and after each patient.

When using an alcohol-based hand rub, apply product to the palm of one hand and rub your hands together, covering all surfaces of the hands and fingers, until hands are dry. Note that the volume needed to reduce the number of bacteria on hands varies by product.

Alcohol-based hand rubs significantly reduce the number of microorganisms on skin, are fast acting and cause less skin irritation.

Health care personnel should avoid wearing artificial nails and keep natural nails less than one quarter of an inch long if they care for patients at high risk of acquiring infections (e.g. Patients in intensive care units or in transplant units).

HAND HYGIENE GUIDELINES FACT SHEET (Continued)

When evaluating hand hygiene products for potential use in health care facilities, administrators or product selection committees should consider the relative efficacy of antiseptic agents against various pathogens and the acceptability of hand hygiene products by personnel. Characteristics of a product that can affect acceptance and therefore usage include its smell, consistency, color, and the effect of dryness on hands.

As part of these recommendations, the CDC is asking health care facilities to develop and implement a system for measuring improvements in adherence to these hand hygiene recommendations. Some of the suggested performance indicators include: periodic monitoring of hand hygiene adherence and providing feedback to personnel regarding their performance, monitoring the volume of alcohol-based hand rub used per 1000 patient days, monitoring adherence to policies dealing with wearing artificial nails and focused assessment of the adequacy of health care personnel hand hygiene when outbreaks of infection occur.

Allergic contact dermatitis due to alcohol hand rubs is very uncommon. However, with increasing use of such products by health care personnel, it is likely that true allergic reactions to such products will occasionally be encountered.

Alcohol-based hand rubs take less time to use than traditional hand washing. In an eight-hour shift, an estimated one hour of an ICU nurse's time will be saved by using an alcohol-based hand rub.

These guidelines should not be constructed to legalize product claims that are not allowed by an FDA product approval by FDA's Over-The-Counter Drug Review. The recommendations are not intended to apply to consumer use of the products discussed.

The CDC protects people's health and safety by preventing and controlling diseases and injuries; enhances health decisions by providing credible information on critical health issues; and promotes healthy living through strong partnerships with local, national, and international organizations.

POLICY ON BAG TECHNIQUE

To reduce the chance of transmitting infection and infestation from home to home, the following guidelines must be followed: You need a designated clean and soiled area in your bag as well as your vehicle. Never put your bag down on upholstered furniture, on the floor, or without a barrier between the bag and the surface the bag rests on. If a plastic barrier is unavailable, use newspaper or paper towels to rest the bag on. Clean areas must be kept zipped before and immediately after retrieving needed supplies. Rationale is while you are distracted doing patient care it is easy for any type of infestation to enter your bag. Inside of the bag is a “clean area”. Outside pockets are “dirty areas”. Place hand washing supplies near the top or in a side pocket where they are accessible. Plan where you will discard disposable and sharps items ahead of time. Never put used sharps in the nursing bag, unless the bag has a compartment that contains a sharps container specifically for that use. Discard disposables in a sealed plastic trash bag or baggie in the family trash receptacle. Follow local and state regulations for infectious waste disposal.

Bag technique steps:

1. Place barrier on hard surface and place bag on barrier
2. Get out soap, paper towels, and wash hands with soap and water. Waterless hand sanitizer is appropriate if running water is unavailable or the sink area is extremely soiled.
3. Identify a clean and safe area away from children and pets that gives you sufficient working space and is close to the patient. Then place a clean paper towel on a hard surface and lay out BP Cuff, thermometer, probe cover, stethoscope, and other supplies if needed, and alcohol swabs on a clean paper towel. After using the above items, each item will get thoroughly wiped down with the alcohol swabs. Throw away used disposable items.
4. Wash hands again with soap and water, or waterless hand sanitizer if running water is unavailable or the sink area is extremely soiled, and then replace items back into the bag.
5. When leaving the area, pick up the bag, throw away the barrier, and leave home. Do not put the bag back down after removing the barrier without replacing the barrier with a new barrier first.
6. In your vehicle, keep your bag secure, on a clean barrier separate from the soiled area in the vehicle. Do not allow anyone to rummage through the bag, keep it zipped at all times. Supplies are available in the office for restocking your bag.
7. When using waterless hand sanitizer you must wash your hands with soap and water as soon as the means become available.

REMEMBER, INFECTION CONTROL BEGINS WITH YOU!!



EMPLOYEE INCENTIVES



Referral Bonus: All current employees are eligible to receive a referral bonus for any employee referred to Med1Care, and any of its divisions, or subsidiaries. This bonus is effective once employee works 480 hours. Both individuals must be current employees in order to receive the referral bonus. Tell your friends and family how great it is to be a part of the Med1Care family! Ask your staffing coordinator for details!

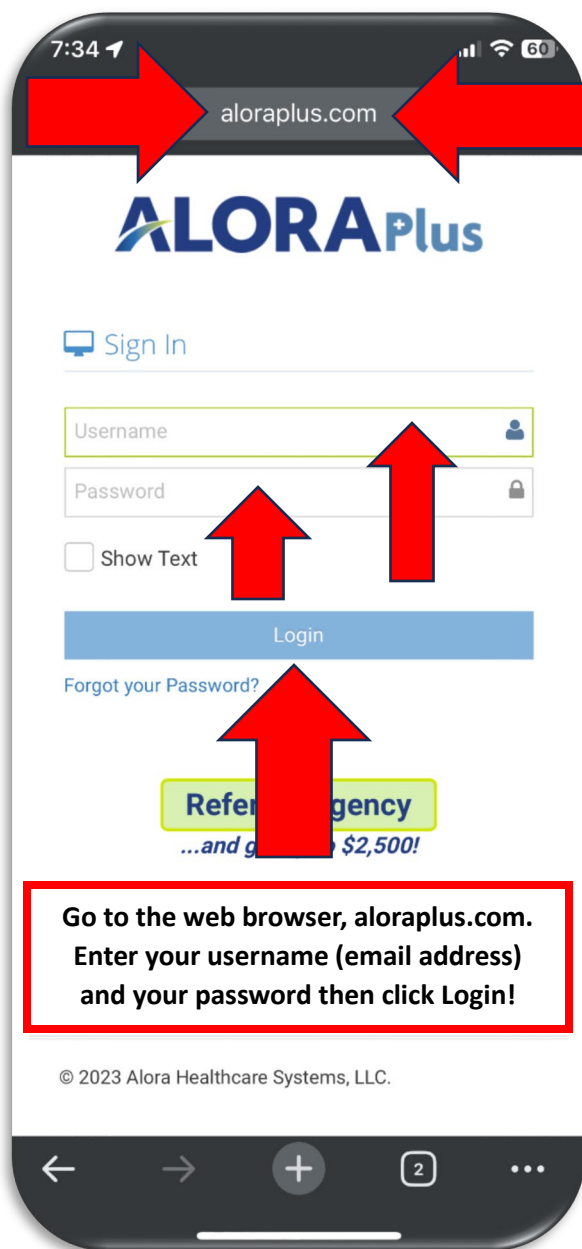
Employee of the Year: Once a year, Med1Care names one employee "Employee of the Year." The winner will receive a bonus!

Monthly Incentives: Each month, one employee from each division, is chosen to receive our monthly "thank you." Our incentives vary from a free dinner for two and a movie, to gas cards, gift cards, or a gift certificate to your favorite store. We will notify all employees each month of the contest and what the prize will be for that specific month. This is just a way for us to say "thank you" to our star employees!

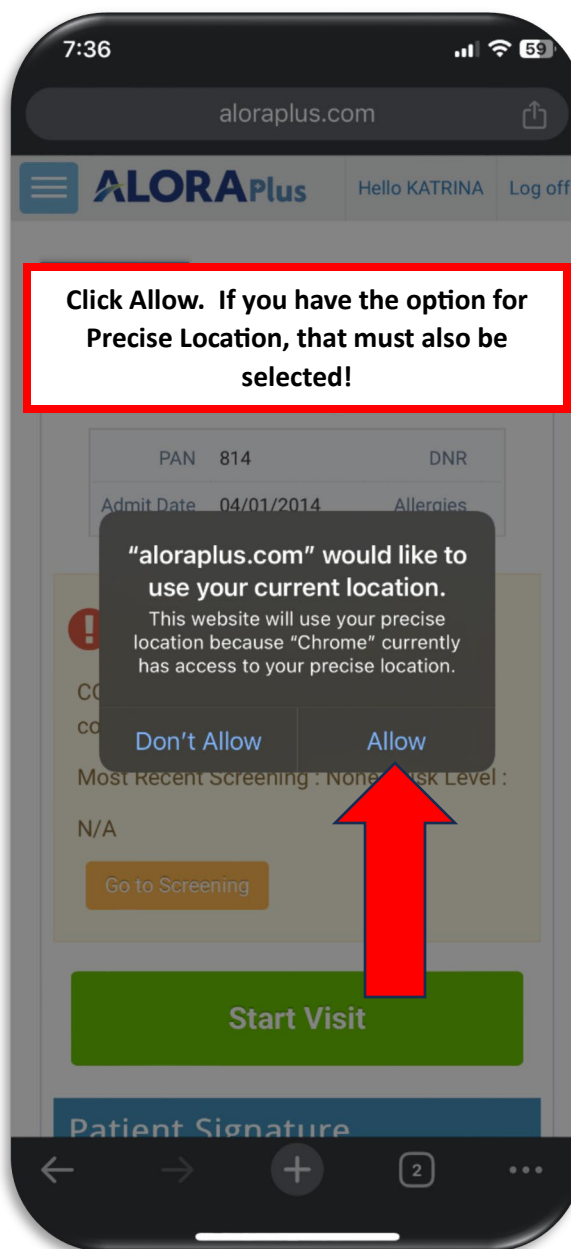
Employee Appreciation: Each quarter Med1Care will hold an employee appreciation event to recognize all the hard work our employees do every day. Once a month we will have a "Food Truck Friday" where a local food truck will be parked at Med1Care for all Med1Care employees to enjoy! Stay connected on social media and our monthly newsletter for dates and times! One Med1Care employee will be chosen for "Employee of the Month" and highlighted on our social media and will also receive a goodie bag!

Med1Care is dedicated to providing quality care to all clients, we thank you for making care number one!





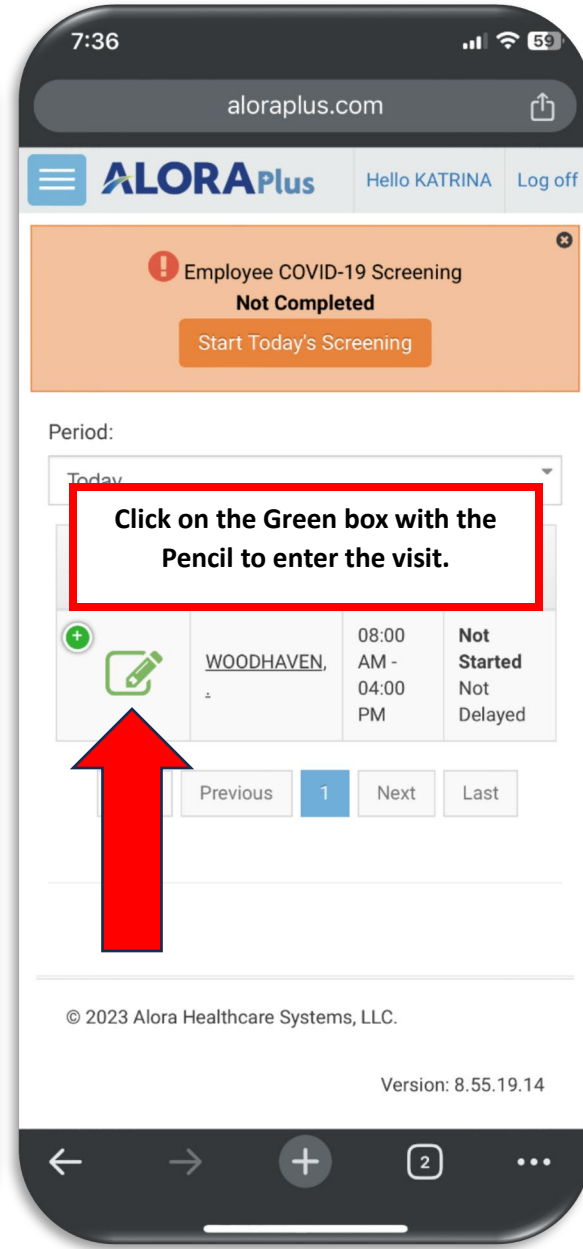
Go to the web browser, aloraplus.com. Enter your username (email address) and your password then click Login!



Click Allow. If you have the option for Precise Location, that must also be selected!

"aloraplus.com" would like to use your current location.
This website will use your precise location because "Chrome" currently has access to your precise location.

Don't Allow Allow



Click on the Green box with the Pencil to enter the visit.

8:06 aloraplus.com

WOODHAVEN, .

PAN	814	DNR
Admit Date	04/01/2014	Allergies

COVID-19 Patient Screening has not been completed today.

Most Recent Screening : None - Risk Level : N/A

Go to Screening

Click Start Visit!

Start Visit

Patient Signature

Add Signature

Signed Date

Caregiver Signature

Add Signature

7:36 aloraplus.com

✓ Successfully saved

WOODHAVEN, .

PAN	814	DNR
Admit Date	04/01/2014	Allergies

COVID-19 Patient Screening has not been completed today.

Most Recent Screening : None - Risk Level : N/A

Your screen will say Visit Started if your clock in was successful! If not, try again!

Visit Started

See 'Start' GPS Coordinates

Patient Signature

Add Signature

Signed Date

Caregiver Signature

Add Signature

7:38 aloraplus.com

Patient Signature

Add Signature

Charge Nurse Signs Here!

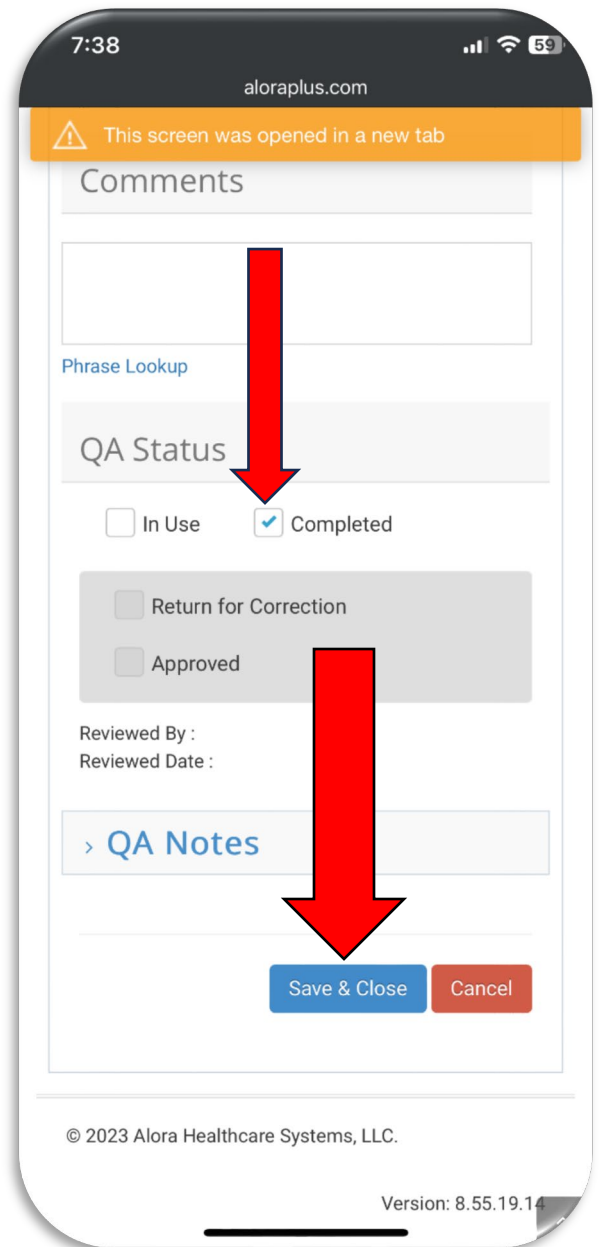
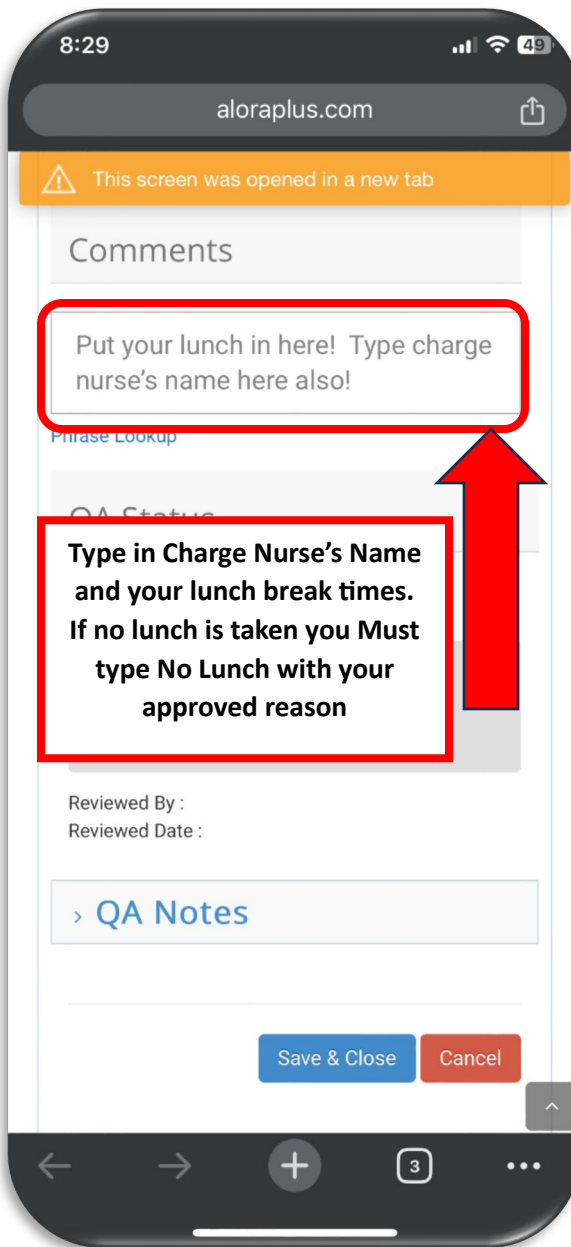
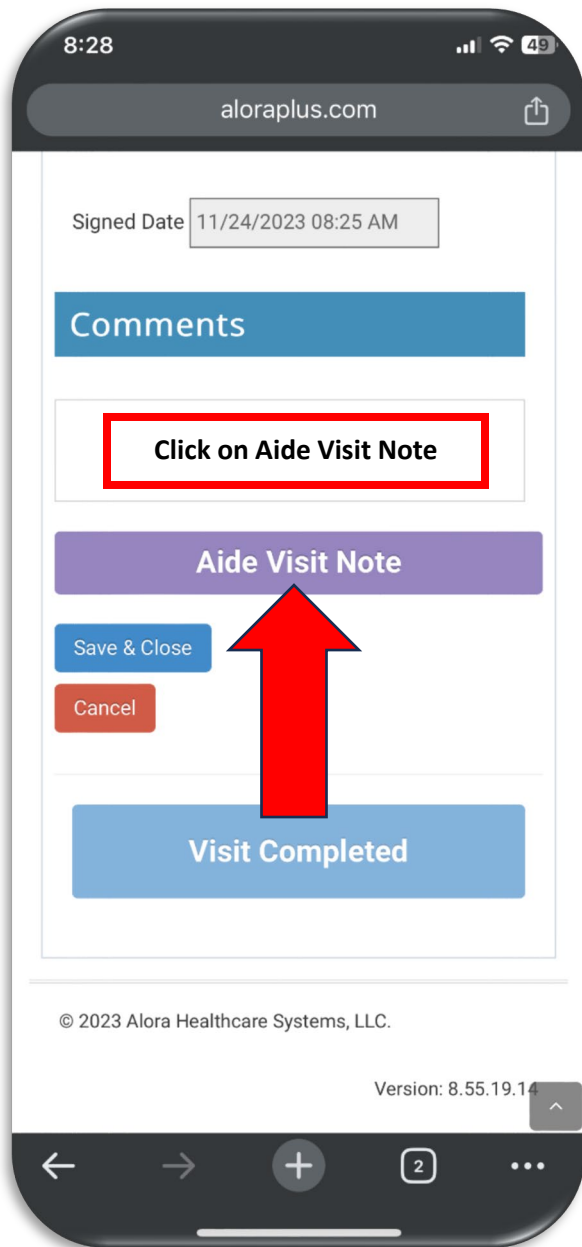
Signed Date 11/24/2023 07:37 AM

Caregiver Signature

Add Signature

You Sign Here!

Signed Date 11/24/2023 07:38 AM



7:39 aloraplus.com

Signed Date 11/24/2023 07:38 AM

Comments

Aide Visit Note

Save & Close

Cancel

End Visit

Click End Visit after you get signatures as well as enter your lunch break and Charge Nurse's Name in the Aide visit notes.

7:39 aloraplus.com

ALORAPlus Hello KATRINA Log off

Employee COVID-19 Screening Not Completed
Start Today's Screening

If your visit was ended correctly this is what your final screen should look like!

Action	Client	Visit Time	Status
	WOODHAVEN,	08:00 AM - 04:00 PM	Completed Not Delayed

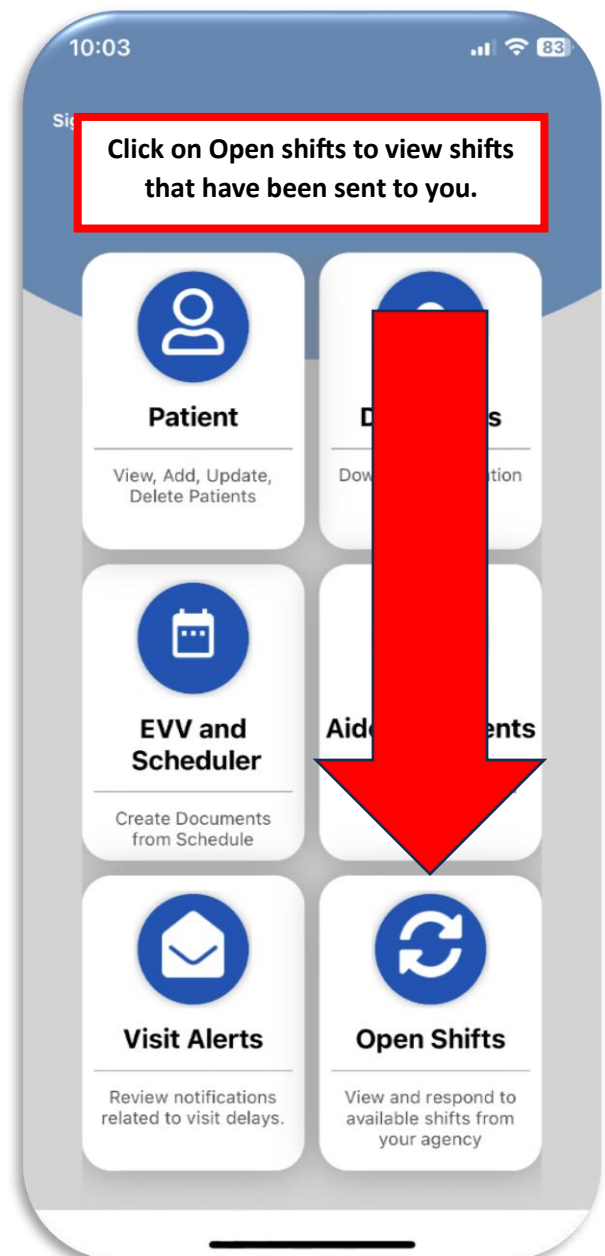
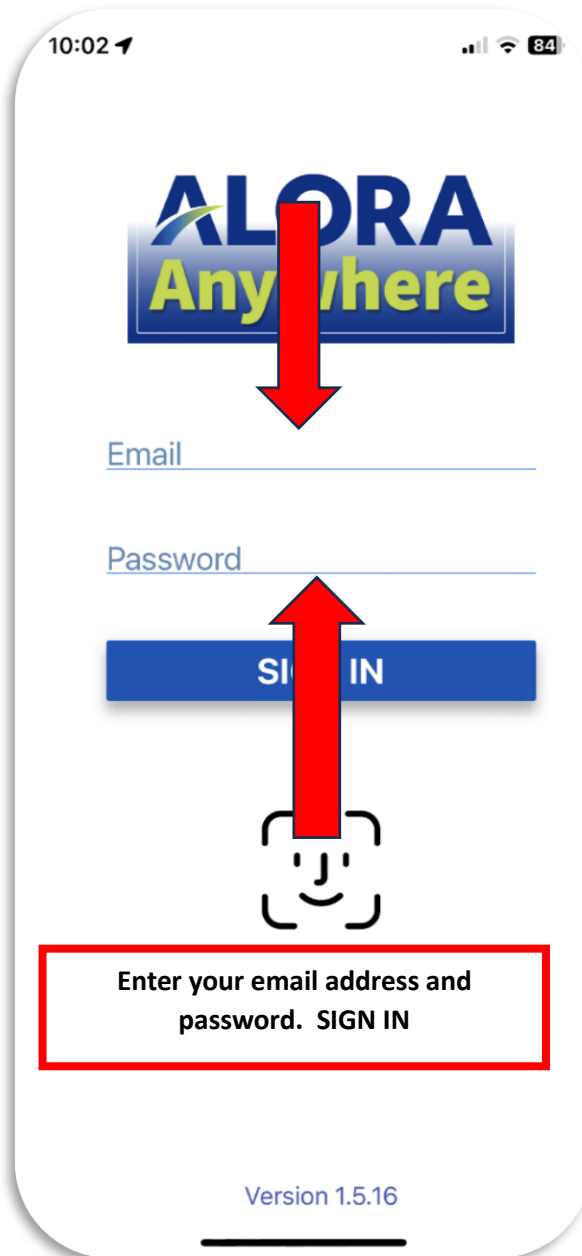
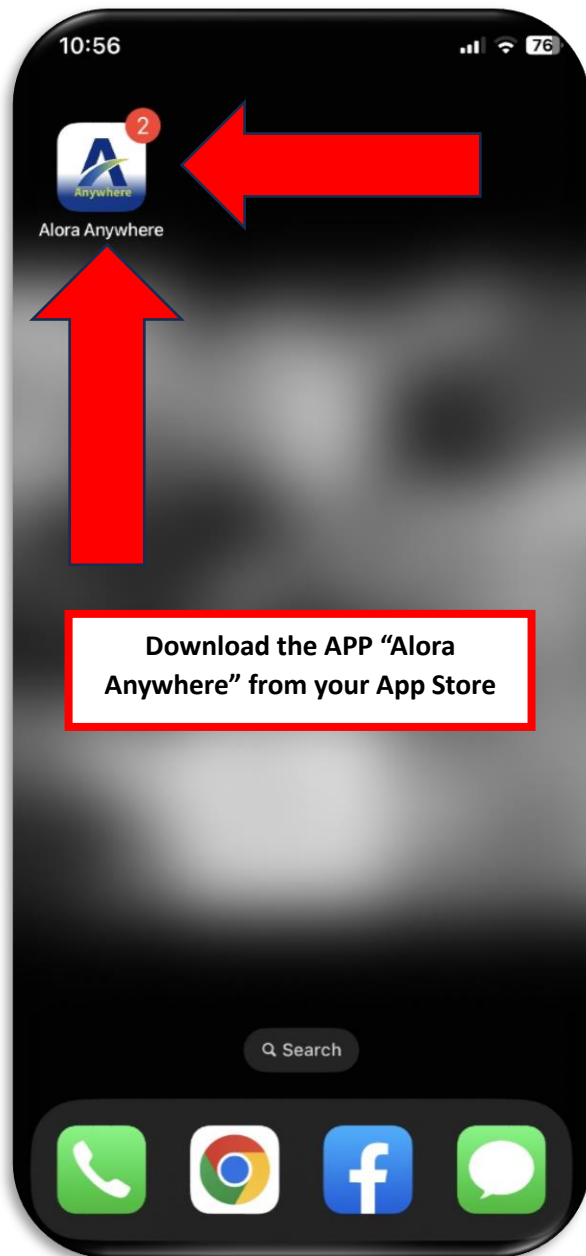
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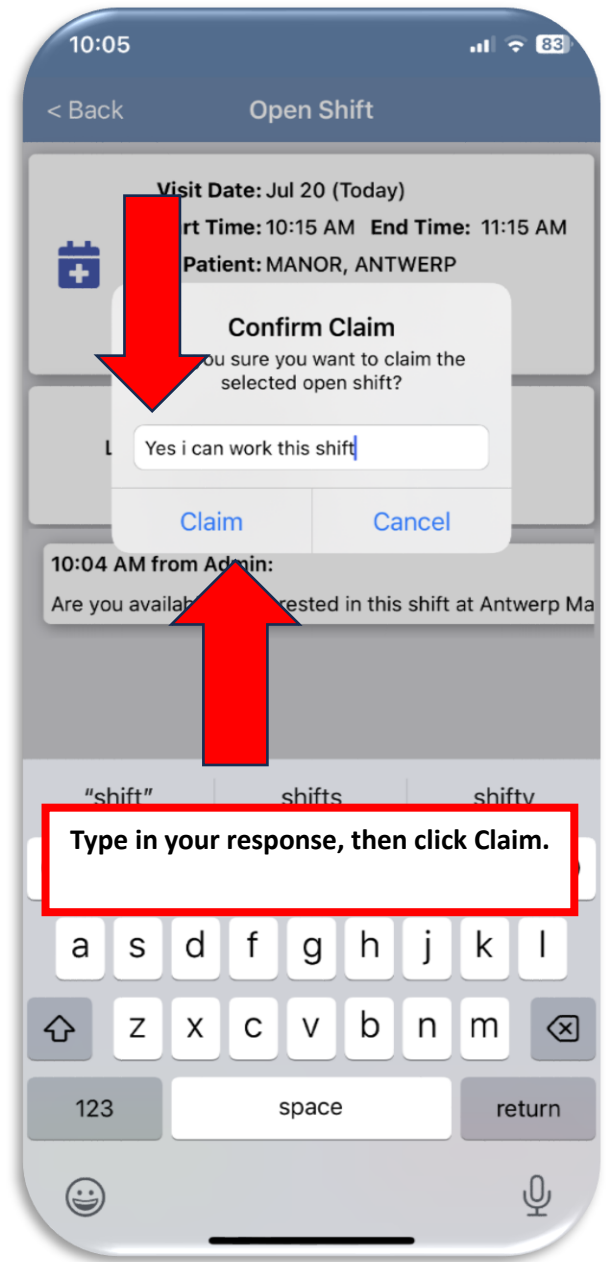
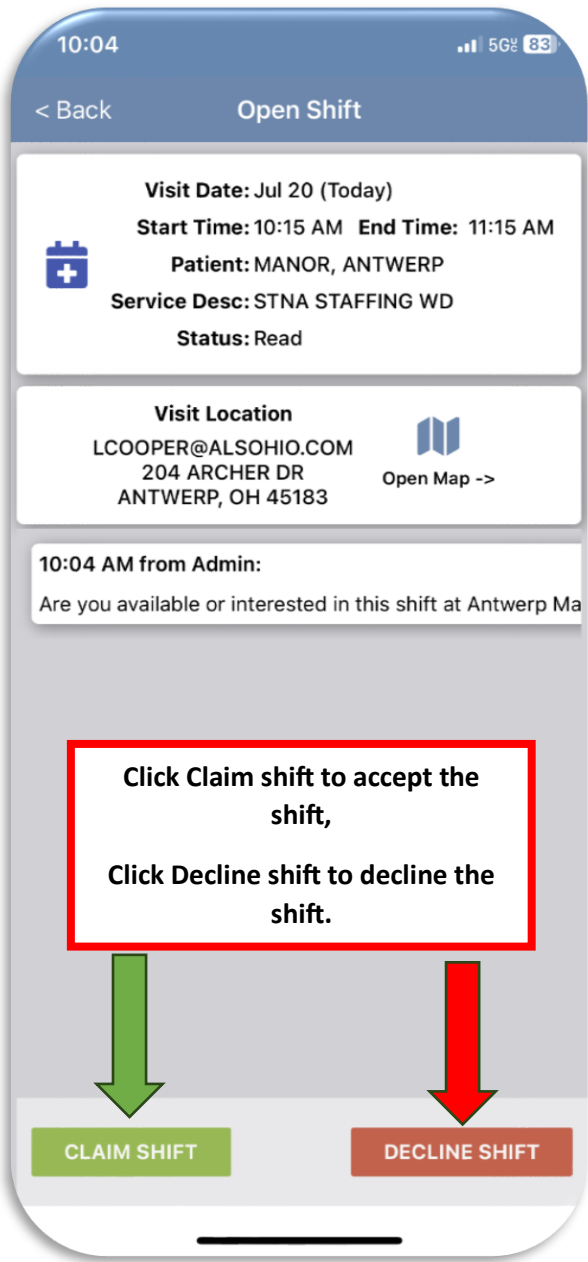
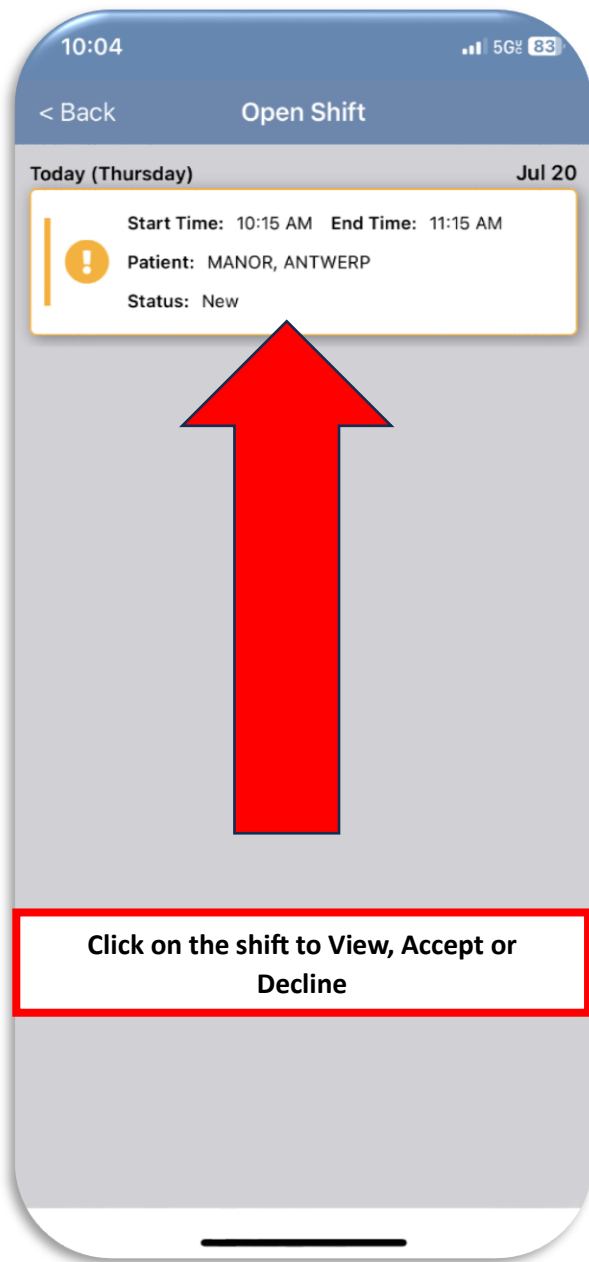
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If you have any issues with the Website please call the office!
We can help troubleshoot any Issues you are having.

CLOCKING IN AND OUT IS NOT OPTIONAL! IT MUST BE DONE EVERY SHIFT! THIS WILL BE HOW YOU ARE PAID WHEN WE DO AWAY WITH TIMESHEETS! TIMESHEETS ARE STILL BEING USED UNTIL FURTHER NOTICE!

Call 419-866-0555 and ask to Speak with a scheduler if you Have any issues!







MED1CARE

WEEK ENDING _____

IMPORTANT FOR CLIENT: It is hereby certified by the client company that the hours below are reported correctly and that work was performed by the named person in a satisfactory manner

DAY	DATE	CIRCLE SHIFT WORKED	UNIT FLOOR	TIME IN	LESS MEAL BREAK	TIME OUT	HOURS TO BE BILLED & PAID
MONDAY		1 2 3					
TUESDAY		1 2 3					
WEDNESDAY		1 2 3					
THURSDAY		1 2 3					
FRIDAY		1 2 3					
SATURDAY		1 2 3					
SUNDAY		1 2 3					

Employee Name (Print):_____

Social Security #: _____

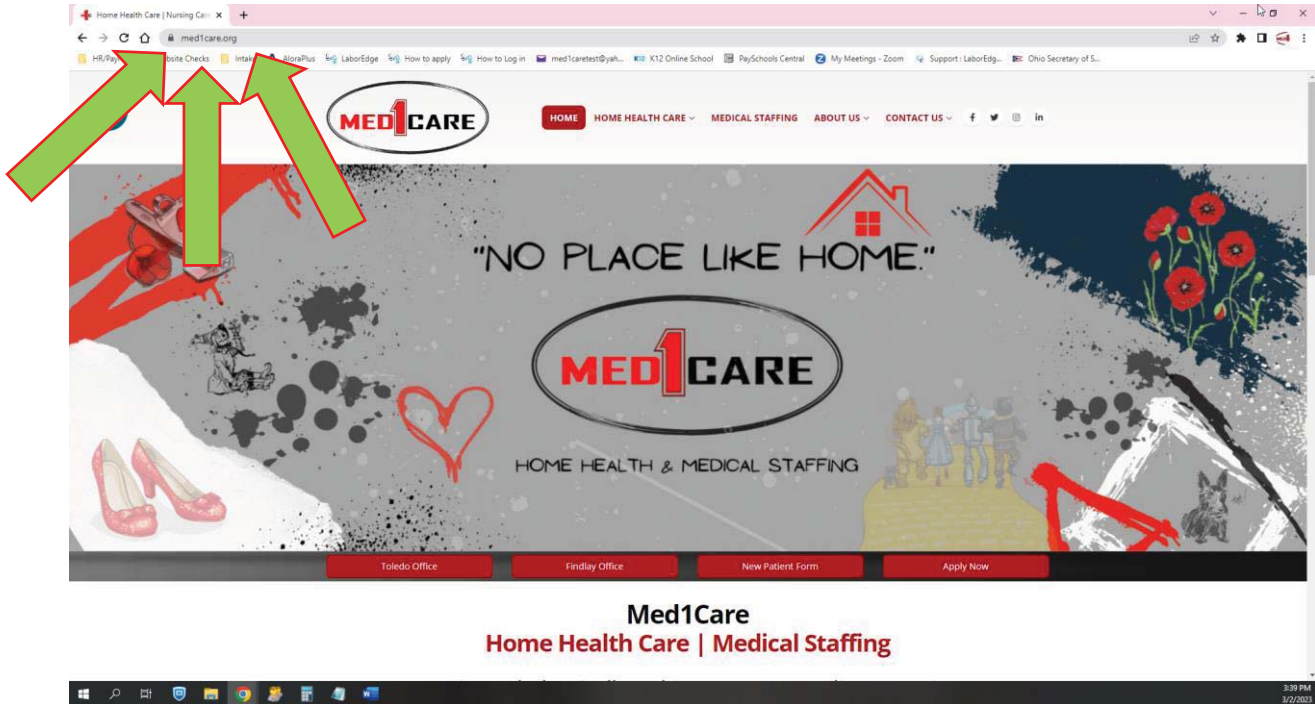
- ☐ RN
- ☐ LPN

- ☐ STNA
- ☐ OTHER

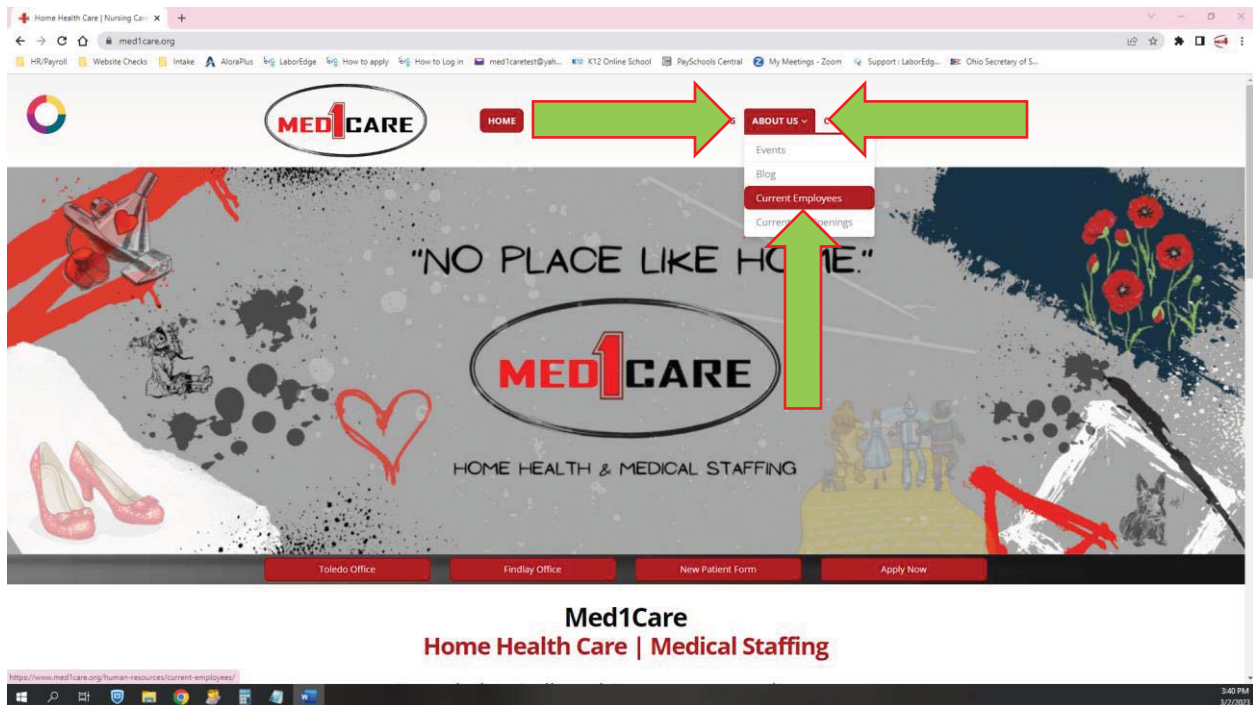
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Where to find Med1Care Home Health and Facility Timesheets

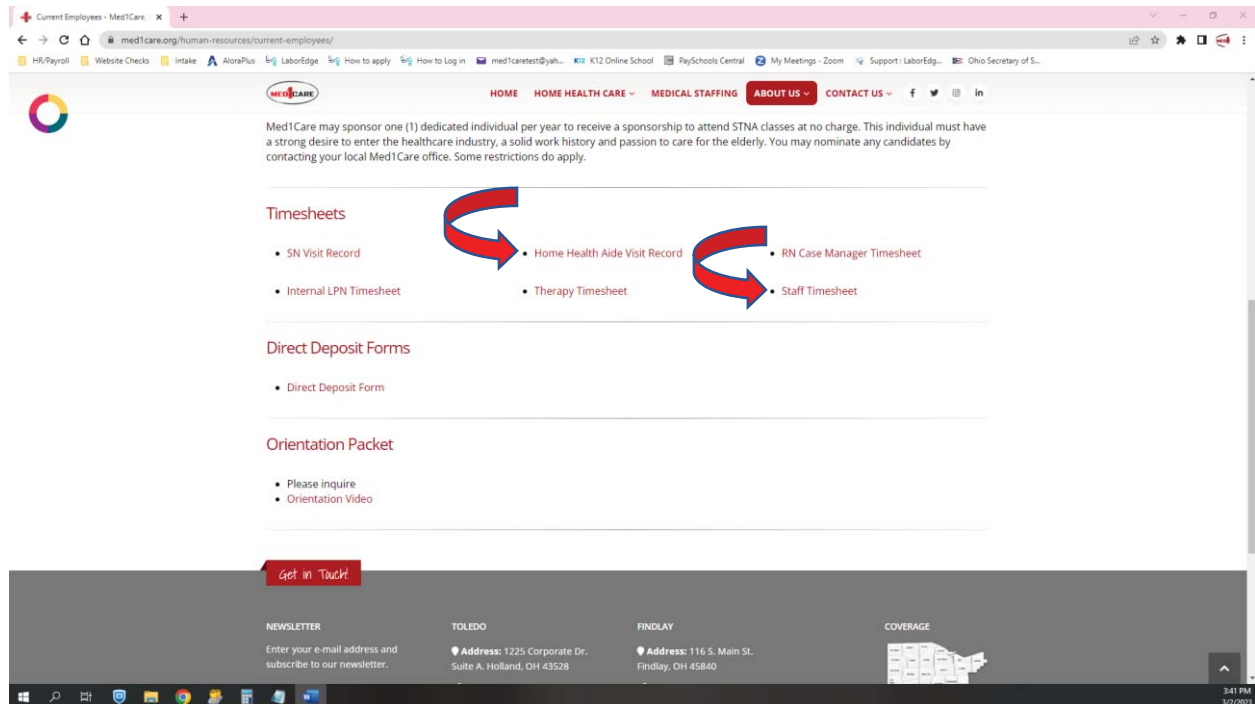
Go to our website @ www.med1care.org



Hover over "About Us" – Click on Current Employees



Scroll Down to “Timesheets”, Click on the timesheet you need.



Home Heath Aide Visit Record is the timesheet for Home Care HHA

Staff Timesheet is the timesheet for ALL FACILITY Employees!

If you are not able to print your own timesheets please feel free to come and get some from the office.

Our Office hours are:

Monday – Friday 8:30 am – 4:30 pm

Please feel free to reach out to any office staff if you have any questions or concerns.

419-866-0555 – Toledo Office

419-422-0305 – Findlay Office



#1 in Quality Service and Quality Care

116 S. Main St, Findlay OH 45840

Phone: (419) 422-0305 | Fax: (419) 422-0306 |

www.med1care.org

For any paystubs and W2's

Please see the below message from our 3rd party Payroll Company.

NDS, the payroll service for Med1Care, has a new portal for you to see your check stub and W2. You will receive 2 emails from questiv@questiv.com once you have received your first paycheck. Check your spam folder. One will be a link to the portal and your user name. The second will be your temporary password. Please be sure to check your CAPS LOCK before entering the password. If you mistype the password 5x it will disable your account. If this happens please email me at hhoenig@nds-us.com and I will fix the issue ASAP. You will get a new email with a new temporary password. Keep your password in a safe place. If you have any questions or issues with the website please email me at hhoenig@nds-us.com.

Thank you,
Heather
NDS, Inc.

CPR Certification needs to be turned in within 30 days of hire.

<https://www.cpr.io/client/med-1-care/>

Please complete the Standard CPR / AED.

The cost of this is \$11.66 with your Med1Care discount. When finished with this please email your certificate to recruiter@med1care.org

No Place Like Home

MED1CARE

What would you do
with an extra
\$500?!

*Refer an Employee
and let's find out!*

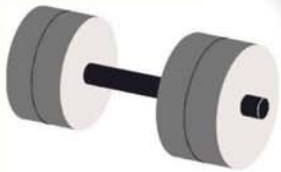


Both employees have to be current
to receive bonus and referred
employee has to work 480 hours
with no attendance issues.

Apply here!



or call 419.866.0555!

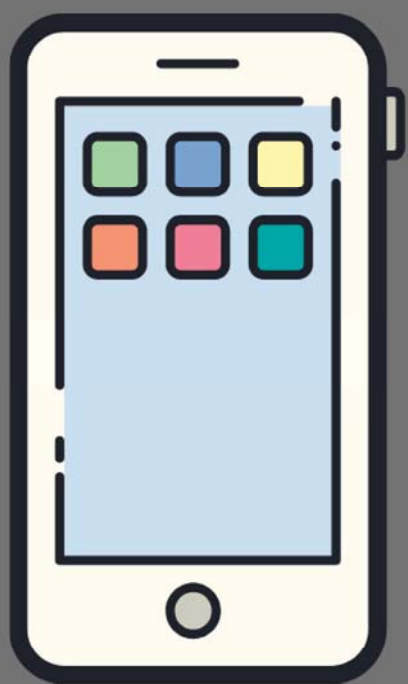


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