

CONTACT MAUREEN
ABOUT SETTING UP NEW SERVICES, TRANSFERRING,
SETTING UP A NEW PCA WORKER,
EMPLOYEE NAME CHANGES



MAUREEN

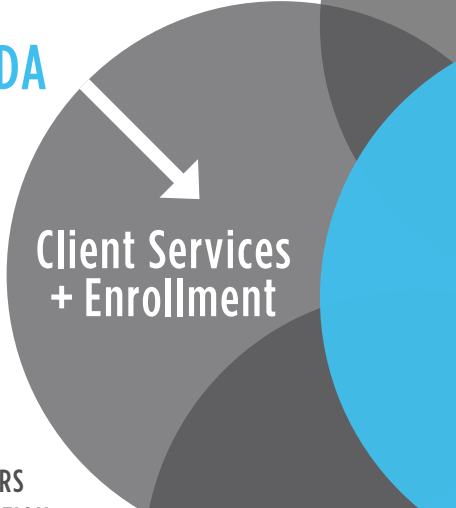
CONTACT ADAM
ABOUT SCHEDULING AN IN HOME VISIT, OR TO GET
COPIES OF CARE PLANS OR OTHER QP RECORDS.



ADAM



Intake Coordinator



Client Services
+ Enrollment

AMANDA



QP Coordinator

CONTACT AMANDA
ABOUT CHANGES IN INSURANCE, HOURS
REMAINING, CHANGES IN MEDICAL CONDITION,
SERVICE AGREEMENTS, CLIENT ADDRESS CHANGES,
REASSESSMENTS, CASE MANAGER REFERRALS,
AND OTHER CLIENT ISSUES.

CONTACT ANDRE
WITH SUGGESTIONS ON HOW WE
CAN IMPROVE OUR SERVICES.

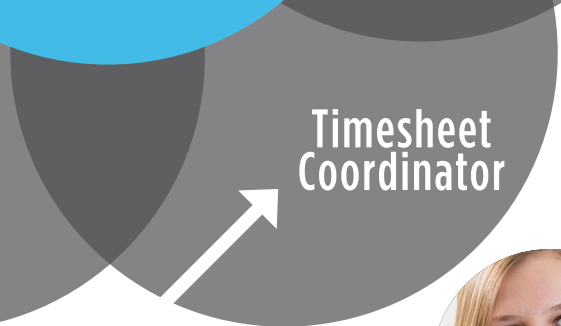


ANDRE
Administration



Payroll
Coordinator

OLIVIA



Timesheet
Coordinator

BRITTANY



CONTACT OLIVIA
ABOUT PAYROLL ISSUES, EMPLOYMENT
VERIFICATIONS, PAY STUB AND
OTHER PAYROLL RECORDS.

CONTACT BRITTANY
ABOUT GETTING NEW TIMESHEETS,
TO SEE WHETHER WE HAVE
YOUR TIMESHEET.