

CHOICES  
INTEGRATIVE  
HEALTHCARE OF  
SEDONA  
EMPLOYEE  
HANDBOOK

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Choices Integrative Healthcare of Sedona Mission Statement:

“Our mission is to serve and provide opportunity to the human family through a full spectrum of integrative health and healing practices, education and research.”

We, at Choices Integrative Healthcare of Sedona, take great pride in our staff. We want to provide an open and honest workplace that can bring out the best qualities in all of our employees. In order to do so we have provided an employee handbook. Although this will not cover all circumstances and issues that may arise, this will allow our employees an outline to follow in the workplace. The handbook is not an employee contract and is not to create any such obligations between Choices and staff.

As Choices continues to grow, the handbook will change, be revised, supplemented or have policies rescinded as it seems appropriate to management. Choices’ reserves the right to do so at our sole discretion. Such changes will be prepared and offered to employees as applicable by law. Employees will be notified of changes to the handbook as they occur. Aside from any changes made, employment remains at-will, unless otherwise stated in a written contract, which means either employee or Choices may end the employment relationship at anytime.

This handbook overrules any and all previous policies.

Policy Number: 101	February 20, 2008
Policy Type: Employee	Policy Name: Insurance Benefits

### I. Waiting Period

Employees may become eligible for insurance benefits following ninety continuous days of employment. Newly hired employees may enroll within thirty days following completion of the ninety day waiting period. Eligibility for employees who did not enroll at the time of initial eligibility may be subject to insurer rules regarding “special”, “late” or “annual open” enrollment. Such rules may be found in the Insurer Group Service Agreement.

### II. Benefit Description

Employee insurance benefits may include some or all of the following:

- Term Life Insurance
- Dental Insurance
- Vision Insurance
- Health Insurance

### III. Employee Eligibility Determination

Employee eligibility for insurance benefits will be determined by classifying each individual when hired or when there is a permanent change in the number of days employee is schedule to work per week. Employee benefits will then be determined for each classification of employee in the following manner.

Full Time Employee – Insurance benefits are available to employees by payroll deduction from employee wages. Dependents may be covered if the insurer offers dependent coverage. Payment for premiums shall also be a payroll deduction from employee’s wages.

Part Time Employee – Insurer determines eligibility. Example: Insurer may require employee work greater than 20 hours per week to be eligible for Choices group insurance coverage. Available group insurance benefits are paid for by employee payroll deductions. Dependents may be covered if the insurer offers dependent coverage. Payment for dependent premium shall also be a payroll deduction from employee’s wages.

Casual Part Time Employee – No insurance benefits available.

Temporary Employees—No insurance benefits available.

Contract Employee – The Employee Agreement, as well as insurer eligibility terms, will determine insurance benefits and the responsible financial party.

#### IV. Employee with Other Coverage and/or Who Waives Participation

All eligible employees who have all or part of his/her insurance benefits covered under other group coverage through a spouse, parent, or legal guardian or employees who participate in a government subsidized health care program may waive participation in Choices insurance benefit program(s). In order to waive participation an Employee Enrollment/Change Form must be completed.

In no event will cash be paid to an eligible employee who waives participation in Choices insurance benefit plan(s).

Policy Number: 102	February 20, 2008 Revised: 3/5/08
Policy Type: Employee	Policy Name: Personal Appearance

Dress code standards are put in place so the employees have a comfortable work environment as well as a professional image projecting to our patients, visitors and the community.

During clinic hours, you are expected to present a clean and neat appearance. Attire should be business casual, which can include dress, skirt and slacks with an appropriate top and your nametag. If there are any questions please feel free to ask your supervisor or Choices' management.

There are certain guidelines that should be followed through business hours:

- T-shirts with large images and logos, tube or halter-tops may not be worn. Tank tops with spaghetti straps may not be worn. Tank top straps must be, at a minimum, the width of 2 fingers.
- Any clothing with lettering or images may not be worn.
- Shorts may not be worn.
- Blue jeans may not be worn.
- No scents should be worn in the clinic.
- Beach type footwear is not to be worn.
- Sneakers may be worn by nursing staff but must be in good repair.

The first violation of the dress code will be a verbal warning. If a second violation occurs a note will be placed in the employee's file. The third violation of the dress code, the employee will be sent home to change clothing with a written warning to be signed by both employee and manager.

If further violations accrue the employee might be suspended and/or terminated.

Policy Number: 103	February 20, 2008
Policy Type: Employee	Policy Name: Vacation and Time Off

It is important to take time off every year to rest and relax. It is also important to plan your vacation in advance so that Choices can staff accordingly.

After a full year of employment, full time regular employees are eligible for two weeks of paid vacation. This time starts to accrue on the employee's hire date and can be used on the year anniversary of said hire date. In the fifth year of employment a third week of vacation is accrued.

Contract employees are to follow those agreements stated in their contract unless a written amendment is added.

All vacation time must be used before the next anniversary date or it will be lost. There is no sick pay although vacation time can be used if eligible.

Paid and non-paid vacation may not exceed 4 weeks of the calendar year and must be approved by Choices management. Exceptions can be made due to special circumstances.

Vacation time may be used in hour increments only. No more than one week can be taken at one time although exceptions will be made due to special circumstances. All requests for vacation and/or time off must be presented in a suitable time frame and satisfactory to Choices management.

Every effort will be made to accommodate vacation requests, nevertheless, there may be times the request cannot be granted due to conflict of schedules or creating undue hardships for the practice.

When an employee is terminated or resigns the vacation time accumulated will be lost and not reimbursed by Choices.

Policy Number: 104	February 20, 2008
Policy Type: Employee	Policy Name: Work Schedule

Normal clinic hours Monday through Thursday are from 8:30 am to 5 pm. Fridays hours are 8:30am to 4:30pm. Lunch for employees is scheduled from 12:30pm to 1:30pm. Once a week at 1 pm there is a clinic meeting that all staff must attend unless approved by Choices Management.

All employees must follow the schedule put in place by their department supervisor. Overtime may be necessary from time to time due to vacations or the clinic being short staffed.

In order for the clinic to run smoothly and all providers stay on schedule, employees are expected to be reliable and punctual in reporting for scheduled work. Otherwise an undue burden is placed on other employees and Choices. In the rare moments when employees cannot avoid being late for work or unable to work as scheduled, they should notify Choices as soon as possible in advance to anticipated tardiness or absence. The employee should notify their supervisor or the administrator.

Patterns of poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Policy Number: 105	February 20, 2008
Policy Type: Employee	Policy Name: Employee Classification

It is the intent of Choices to clarify the classifications of employment so employees understand their status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Both Choices and the employee, accordingly, have the right to terminate the employment relationship at will.

Each employee is designated as either Non-Exempt or Exempt based on federal and state wage and hour laws. Non-Exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state law. An employee's Non-Exempt or Exempt classification can only be changed in writing by Choices management.

In addition each employee will belong to one other employment category:

**Contract Employee:** This is an employee whose duties, wages, benefits and other responsibilities are described in a written agreement that can only be changed by written amendment. They must follow the stipulations regarding giving notice and termination as stated in the contract.

**Full Time:** An employee who is regularly scheduled for thirty-two hours or more a week. Generally, they are eligible for Choices' benefits, subject to the terms, conditions and limitations of each benefit program.

**Part Time:** An employee who is regularly scheduled between twenty-five and thirty two hours per week. They are not eligible for employee benefits unless otherwise specified.

**Casual Part Time Employees:** An employee who works intermittently at Choices' request. They are not eligible for Choices' benefits package.

**Temporary employees:** An employee who is hired as momentary replacement to temporarily supplement the staff. Employment assignments in this classification are of a limited duration. Employment beyond any initially stated period does not mean a change in employment status. These employees retain this status unless otherwise notified of a change. They are ineligible for any company benefits but receive all legally mandated benefits.

Policy Number: 106	February 20, 2008
Policy Type: Employee	Policy Name: Paydays, Timekeeping and Overtime

Payday: All employees are paid bi-weekly, on Friday. The pay period is Wednesday through Tuesday. Each paycheck will include earnings for all work performed during the previous payroll period.

Timekeeping: All employees are responsible for accurate timekeeping. Federal and state laws require Choices to keep accurate records of employee's time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job assigned duties.

All employees should accurately record the time they began and end their work, as well as lunch taken. Employees are responsible for submitting their own time sheets to their supervisor. The supervisor will then turn in the time sheets to the Administrative Assistant by 9am Wednesday following the end of the pay period.

Time taken for provider appointments must be deducted from timed worked. If eligible the employee may use vacation time, otherwise this is considered paid time off.

Overtime: Overtime is paid to all hourly and non-exempt employees in accordance with federal and state wage and hour requirements. Overtime is based on actual hours worked over 40-hour workweek. Time taken for sick leave, vacation time, holiday leave or any other leave of absence, and personal time taken during scheduled work hours, will not be considered hours worked for purposes of performing overtime calculations.

Overtime must be approved before it is performed if it is more than two hours in a workweek unless circumstances do not allow.

Policy Number: 107	February 20, 2008
Policy Type: Employee	Policy Name: Performance Reviews

Managers and employees are encouraged to discuss job performance on a daily, informal basis. The first formal written evaluation will be conducted for employees after their 90-day probation period has ended. There will then be a review on the one-year anniversary of the employee's date of hire. Additional reviews will be conducted at the discretion of Choices' management. This will provide both Choices and the employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive approaches for meeting goals.

The steps for evaluations are as follows:

- Each employee has a supervisor who will perform the initial evaluation and discuss it with Choices' management.
- After the supervisor and Choices' management have discussed the evaluation, they will decide on any pay rate changes.
- After it has been discussed, the employee will review the evaluation with their supervisor. At this time, job performance goals will be set for the employee.

Choices awards pay raises to recognize superior job performances. The decision for such an adjustment is dependent on several key aspects such as formal reviews. However, pay raises are not necessarily tied to performance evaluations, and a positive review does not guarantee a pay raise or continuation of employment.

If an employee disagrees with the performance review or raise it is the employee's right to present a written rebuttal to their supervisor. The supervisor and Choices' management will review the letter and discuss it with the employee. Following this, Choices' management and the supervisor will make a decision, which will then be discussed with the employee.

Salary and wages are considered confidential and should not be discussed with fellow employees. An employee might receive more than their counterpart because of experience and work performance. To discuss this may cause undue resentment among co-workers.

Policy Number: 108	February 20, 2008
Policy Type: Employee	Policy Name: Period of Probation

Period of Probation is intended to give new employees the opportunity to demonstrate their ability in the job hired for and to determine whether the new position meets their expectations. This period is used to evaluate employee capabilities, work habits and overall performance. Either the employee or Choices may end the employment relationship at will at any time during or after this period, with or without cause or advance notice. Contracted employees must follow any stipulations in their agreement with Choices Management.

All new and rehired employees work on a probationary period for the first 90 calendar days after their hire date. Any significant absences will extend the introductory period by the length of the absence. The probationary period may be extended if Choices determines sufficient time was not allowed to thoroughly evaluate the employee's performance.

Upon completion of probationary period that meets Choices' expectations, employees enter "regular" employment classification.

Policy Number: 109	February 20, 2008
Policy Type: Employee	Policy Name: Employment Termination

Employment Termination occurs for a number of reasons in any organization. Below are examples of some of the most common circumstances:

- Resignation — employee voluntarily terminating their employment.
- Discharge — involuntary employment termination initiated by Choices
- Lay Off— involuntary employment termination initiated by Choices for non-disciplinary reasons
- Retirement — voluntary employment termination initiated by the employee meeting age, length of service and other criteria for retirement from Choices

Resignation is a voluntary act initiated by an employee. Although advance notice is not required, Choices requests a two-week written resignation notice from all employees. If an employee does not follow this procedure, the employee will not be eligible for re-hire. All contract employees must abide by the written agreement between them and Choices Management.

Prior to the employee's departure all property of Choices must be returned in order to receive employee's last paycheck that will be mailed to them after the next pay period ends.

Since employment with Choices is based on mutual consent, both employees and Choices have the right to terminate employment at will, with or without cause, at any time.

Policy Number: 110	February 20, 2008
Policy Type: Employee	Policy Name: Patient Confidentiality

At Choices we strive for complete confidentiality for our patients because it is a federal requirement. Knowing that confidences will be kept private, individuals entrust physicians and practitioners with sensitive and personal information and expect that this knowledge will be used to help treat them. In turn, physicians and practitioners are sensitive to their role as guardians of confidential medical records; this is impressed upon them in their training and underscored by their professional standards. This also includes any and all staff employed by Choices.

Patient confidentiality means that personal and medical information given to a healthcare provider will not be disclosed to others unless the individual has given specific permission for such release unless disclosing information to insurance companies and other such exceptions. This includes, but is not limited to, patient's bills, prescriptions, appointments and personal lives.

The Health Insurance Portability and Accountability Act (HIPPA) of 1996 require all professionals and organizations to guard the privacy of their patients and customers. Individuals must provide written consent for any and all releases of medical or health-related information. Employees at all levels are required to maintain confidentiality. All confidentiality releases must identify the types of information that can be released, the people or groups that have been permitted access to the information, and limit the length of time for which the release is valid. Confidentiality is essential for good relationships between patient and practitioner, whose duty is to keep information private. If personal information is given without the patient's permission, it can erode confidence in the medical profession and expose healthcare professionals to legal action.

If there are any questions or an employee would like clarification, please reference the Choices' HIPPA manual.

Policy Number: 111	February 20, 2008
Type: Employee	Policy Name: Career Development

To keep current in a rapidly changing medical environment, there will be opportunities to take workshops and/or classes for Choices' staff. We want to promote the further education of our employees for both the benefit of the clinic and the individual.

If an employee would like to attend a seminar, class or workshop and intends for Choices to pay for time, travel and other expenses there are a few guidelines. First, the class must be approved by Choices. Choices management has the right to refuse to pay for any seminar, class or workshop, unless otherwise stated in a written contract. Second, the class must be in a reasonable distance from the employee's place of residence unless discussed with Choices Management. Third, it must not adversely affect the clinic, such as Choices being short staffed while the employee is attending a workshop, class or seminar.

After the seminar has been approved, the employee must submit all receipts in order to receive reimbursement for the expenses accrued within in seven days. At that time the employee will receive a check from the accountant within two weeks.

Policy Number: 112	February 20, 2008
Type: Employee	Policy Name: Holidays

After a full year of employment, full time regular employees are eligible for holiday pay. These holidays include; New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, the following Friday and Christmas. Choices management may decide to close for addition days. If this does occur, employees will not be paid any additional holiday pay. Employees are only paid for the day of the holiday.

An employee must work the previous day and the day after the holiday in order to receive holiday pay, or have pre-arranged agreement with Choices.

Holiday pay will not be factored in when calculating overtime.

Policy Number: 113	February 20, 2008
Policy Type: Employee	Policy Name: Americans with Disabilities Act

The Americans with Disabilities Act ensures that all hiring procedures and advancement are non-discriminatory towards those with disabilities. All pre-employment inquiries are made only with regard to an applicant's need for reasonable accommodations to participate in the application process and ability to perform the duties of the position. All other inquiries regarding disabilities and reasonable accommodation may be made, if necessary, only after an offer of employment.

Reasonable accommodations are available to disabled employees upon request to allow an employee to perform essential functions of the position. All employment decisions are based upon merit of the applicant, not on the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation as well as in job assignments, classifications, position descriptions and promotions. Leave of all types will be available to all employees on an equal basis.

This policy is neither exhaustive nor exclusive. Choices is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and other applicable federal, state and local laws.

Policy Number: 114	February 20, 2008
Policy Type: Employee	Policy Name: Disciplinary Warnings

The purpose of this policy is to insure fair treatment to all employees and the guidelines to administer disciplinary warnings. The primary goal of the disciplinary warnings is to correct the problem, prevent any recurrence and prepare the employee for a satisfactory service in the future. Choices' management wants to ensure that employees are treated equally and given prompt feed back when an issue does arise.

Disciplinary actions can include verbal warnings, with a written note placed in employee's file, written warning, with signature of Choice's management, employee and their supervisor, suspensions without pay or termination of employment.

An unsatisfactory job performance, misconduct or violation of Choices' policies can subject the employee to disciplinary action. The type of disciplinary action taken will depend on the seriousness of the issue. Choices reserves the right to determine the course of action depending on the facts of each issue. Not all steps of action are appropriate for each disciplinary problem and Choices is not required to follow any protocols before terminating employment. There are certain violations or misconduct that will not be tolerated and will lead to immediate termination. This policy will not alter the "at-will" nature of employee's relationship with Choices.

Policy Number: 115	February 20, 2008
Policy Type: Employee	Policy Name: Equal Employment Opportunity

Choices Integrative Healthcare of Sedona is committed to providing equal employment and advancement opportunities based on merit, qualifications and abilities. Choices does not base employment opportunities or advancements due to race, color, religion, sex, age, national origin, sexual orientation and physical or mental disability. Choices will make reasonable accommodations for qualified employees with known disabilities that does not cause undue hardships to the clinic. This policy covers all aspects of employment, including hiring, job assignments, compensation, discipline, termination and access to benefits.

Employees with any questions or concerns about any type of discrimination in the workplace are encouraged to speak with their supervisor and/or Choices' management. Employees can voice concerns without fear of retaliation. Any person found to be engaging in discriminatory behavior would be subjected to disciplinary action, up to and including termination of employment.

Policy Number: 116	February 20, 2008
Policy Type: Employee	Policy Name: Access to personnel files

Each employee has a personnel file that is the property of Choices Integrative Healthcare of Sedona. These files include such information as the employee's resume and/or job application, job performance reviews, any disciplinary action taken, salary increases and other employment records.

Supervisors and Choices management should be the only personnel accessing these files. If an employee would like to view his/her file they should ask Choices management so the file will be made available. The employee files may not be removed from Choices' property unless complying with U.S. legal requirements.

Policy Number: 117	February 20, 2008
Policy Type: Employee	Policy Name: Information Changes

It is the responsibility of each employee to notify Choices of any information change. This includes personal mailing address, phone number, emergency contact information, education training or certifications and the license renewals. Please contact the Administrative Assistant with any and all changes.

Policy Number: 118	February 20, 2008
Policy Type: Employee	Policy Name: Jury Duty and Voting Requirements

If an employee is called to perform jury duty, it is their responsibility to give advance notice as soon as possible so Choices can make arrangements to cover the employee's absence. If coverage cannot be found, the employee may be asked to submit a request to reschedule their jury duty.

Accrued vacation time can be used for this purpose. If vacation is not available, then Choices will not pay the employee for the time spent on jury duty unless otherwise stated under Arizona state law.

Jury duty will not negatively affect the employees status, benefits or vacation accrued that have been earned or are entitled to according to Choices policy. If an employee is required to serve an extended period on a jury, upon their return the employee will resume their previous position, or if that position is no longer available, the employee will be offered an equivalent or higher position, with experience and ability taken into consideration.

Under Arizona state law, an employee is entitled to three consecutive hours, from opening to closing of the polls, to vote during polling hours. This means 6 am to 9 am and 4 pm to 7pm on election days. Wages will not be deducted due to voting. The employee must give no less than one days notice about the absence. Choices does have the right to specify the hours in which the employee may be excused from work.

Policy Number: 119	February 20, 2008
Policy Type: Employee	Policy Name: Worker's Compensation

Choices Integrative Healthcare of Sedona does provide Worker's Compensation insurance at no cost to the employees. This covers any injury or illness that is sustained during working hours during employment at Choices that requires medical, surgical or hospitalization treatment. Benefits are subject to Arizona state requirements. If further details are wanted, please ask Choices' management.

When a work related injury or illness occurs, the employee needs to inform their supervisor immediately. All injuries, no matter how minor, need to be documented by the employee and supervisor. This enables the qualifying employee for coverage as soon as possible.

Choices is not liable for worker's compensation payment for employee's injuries during voluntary participation in any off-duty recreational, social or athletic activity.

Employees must receive a certification from their doctor in order to return to work after an absence due to work related injury.

Policy Number: 120	February 20, 2008
Policy Type: Employee	Policy Name: Cell Phone Usage

Personal cell phones must be put on vibrate during working hours. Please refrain from having personal conversations on your cell phone in general areas of the clinic where patients might overhear. Personal calls should only be taken when on employee's break unless it is an emergency.

Policy Number: 121	February 20, 2008
Policy Type: Employee	Policy Name: Complaint Resolution

Choices Integrative Healthcare of Sedona is committed to providing the best possible work conditions for its employees. Part of this is encouraging frank and open discussions when any problems, complaints, suggestions or questions arise. Choices' management is committed to addressing these issues in a timely fashion.

Choices strives for an open and honest atmosphere for all employees. Employees, supervisors and managers are expected to treat each other with respect and dignity. All staff is encouraged to offer positive and constructive criticism.

If an employee disagrees with a policy or practices, they are encouraged to voice their concerns without fear of repercussions, as long as it is in a business like manner.

If a situation or problem arises where an employee believes that a decision or condition of employment that affects them is unfair, they are encouraged to:

- Present the problem to their supervisor. If the supervisor is unavailable or the employee feels it would be inappropriate, the employee is encouraged to contact Choices' management.
- The supervisor responds to issue during discussion with employee or after consulting Choices' management, when applicable. The supervisor documents discussion.
- If the problem is not resolved: employee should present problem to Choices management.

Policy Number: 122	February 20, 2008
Policy Type: Employee	Policy Name: Sexual and Unlawful Harassment

Choices Integrative Healthcare is committed to providing a work atmosphere free from discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment. Words, jokes, comments or unlawful actions that are based upon someone's race, gender, age, color, nationality, religion, disability or any other legally protected status will not be tolerated.

There are two types of sexual harassment:

- quid pro quo in which a supervisor demands sexual favors from an employee and threatens to fire the employee if the conditions are not met; and
- hostile environment, in which a supervisor or employee creates a work environment through verbal or physical conduct that interferes with another co-worker's job performance or creates an intimidating work environment. A hostile environment is created when unwelcome sexual behavior is repeated.

If an employee witnesses or experiences any type of harassment, the employee should immediately report the incident to their supervisor. If the supervisor is unavailable or the employee feels it would be inappropriate to speak with that person, the employee should immediately contact Choices' management. The employee may raise genuine concerns and make reports without fear of reprisal or retaliation from management and other employees.

All allegations of harassment will be quickly and discretely investigated. Choices will investigate complaints of harassment and will take whatever action is deemed necessary, including disciplinary or discharge of employee who has violated the policy stated here. Choices will make every effort to keep all names confidential during the process. However, information might be revealed if deemed necessary for the investigation. When the investigation is complete the employee will be told of the outcome.

Policy Number: 123	February 20, 2008
Policy Type: Employee and Practitioner	Policy Name: Store Accounts Policy

As a courtesy to the staff, providers and practitioners, Choices store supplements are offered at \$2 over cost. Choices also allows these individuals to order product from the store and place the cost on account. This account needs to be paid in full at the end of each month.

If this account is not paid in full at the end of each month, the individual will be unable to place any product onto their account until it is brought current. If nonpayment becomes a habitual problem, the person in question will no longer be allowed to use an account and will only be able to purchase supplements by paying at the time they are taken from the store.

Special orders will also receive the discounted price and but must be paid for at the time the special order is placed.

Staff, providers and practitioners are able to leave a credit card on file in the store so the store personnel can charge the account in full to the card at the end of each month.

Policy Number: 124	March 5, 2008
Policy Type: Employee and Practitioner	Policy Name: Parking for Employees, Practitioners and Providers

Due to the small parking lot in front of the clinic and the six spaces reserved across the street, employees, practitioners and providers must park on the side street Sinqua and reserved parking for the clinic behind the realty office.

Policy Number: 125	April 3, 2008
Policy Type: Employee and Practitioner	Policy Name: Protocol for seeing Choices' Providers and Practitioners

It is unacceptable for Choices employees to ask for advice or health/medical treatments without making an appointment with the selected provider. This creates liabilities for Choices related to documented visits. This also takes time from the patients that have a scheduled visit with the provider. It is required that employees make appointments to be seen just like any other patient. "Curb-siding" for health problems is not allowed. If there are questions about your treatment, follow the practices already in place for contacting your provider [message, phone, via RN triage].

## Staff Acknowledgement Form

I hereby acknowledge that I have received and read the Personnel Policy Manual and that I understand, and agree to conform to, the provisions of it. I have entered into my employment with Choices voluntarily and acknowledge that there is no specified length of employment, unless otherwise stated in a written contract. Thus, either Choices or I can terminate the relationship at will, with or without cause, at anytime, so long as there is no violation of applicable local, state or federal law.

I further agree that if at any time in the future any questions arise regarding the Employee Handbook, or any of its provisions, I will contact a supervisor or Choices' management for clarification.

I understand that the Manual, or any portion of it, will be reviewed from time to time by the Choices' management, and policies set forth or benefits offered may be revised. When changes are made, employees will be informed by the most efficient method.

The above supersedes any prior agreement or understanding to the contrary between Choices and me.

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Name of Employee (PRINT)

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Signature of Employee

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Date