



First Choice
Staffing Solutions, LLC

NEWSLETTER



JANUARY 2009



We would like to say **Happy New Year** to everybody, and welcome back to each and every one of you. We are looking forward to a prosperous and successful year together. I would like to take a moment and refresh everyone's memory on the instructions and procedures so that there will be no misunderstanding.

First Choice Staffing Solutions is an Accredited Nursing Agency by Joint Commission and has been in business since **April 1999**.

We only hire the best of the best nurses with at least one year of hospital experience. We don't do very much advertising we rely on the nurses that we have already working for us to refer new Employees. We figure since you are working side by side with this employee who else would know them better than you. Our office hours are **Monday through Friday from 8.30am to 4.30pm**. After 4.30pm we have a night call person for after hours staffing issues. We have this night call person because the hospital has staffing issues all night long. They may call and need several nurses at 3.am and it is the night call person's job to call and make every effort to find them someone. So if we (**YOUR EMPLOYER**) call you have the respect to pick up the phone and say that you are not available or that you just don't want to work so that we can move on and continue trying to find them the help that they need. It looks a lot worse when you don't answer the phone because either way it's documented.

If we leave you a message then we expect for you to call us back that's just common courtesy. The night call person is real so you should be able to talk to them, if the voicemail picks up then leave a message and they will call you back. If someone does not call you back then something is wrong and I suggest that you continue trying until you reach someone.



The only number that you should have for First Choice is **800-474-2026** if you have something other than this number **DELETE** it. This is a toll free number just for you and you should use it 24 hours a day. There will be no tolerance accepted for leaving messages on any other number than the **800-474-2026**.



HOW TO GET PAID

We offer three different types of payroll (1) **Daily Advances** time slips are paid with 65% being mailed to you daily. (2) **Pay Card**, where 65% is put on your pay card daily. (3) **Payroll/ direct deposit**. If you choose the payroll/direct deposit your check will be mailed or deposited into your account on Thursday night. We do cutoff every **Monday morning at 10.am** to process every thing from the week before. Pay checks are done from the time slips that you turn in. The fax number is **478-474-2144**. It is your responsibility to call the office @ **800-474-2026** to see if we received your time slip. If I were you I would call every time I

faxed my time slip to see if it was received. Time slips are not held in the office they are processed the day we get them. We are not the mail man and can't be responsible for the mail but I will tell you that your checks leave this office everyday. It is imperative that these time slips are filled out correctly and legibly with the right date and the right time and signed by the appropriate authority. If we receive your time slip and it can't be read (We can't read scribble scabble) it will not be processed.



Birthday Wishes To:

Elaine Williams 1/1 she's the New Year Baby
Jessica Weeks 1/7, Tammy Goolsby 1/12,
Cathy Williams 1/19, Mel Soutar 1/20,
Brenda Carroll 1/24 and Ebony Williams 1/28.



Scheduling is to be done with First Choice confirmed by First Choice and paid by First Choice.

MANDATORY FOR EVERYBODY, CONTRACT, PER DIEM, DAY SHIFT, NIGHT SHIFT, & CALL any time you walk into a facility

to work and want to be paid by First Choice we must know it ahead of time so that we can document and confirm. Any changes I mean any changes even if they are done at 2 o'clock in the morning (like sending you home early, switching days etc.) you must notify First Choice.

This is for your own protection. When something goes wrong we can't help you unless we know ahead of time. I can not stress this enough but you don't call the hospital for anything, nothing not to cancel a shift today or two weeks from now, you must call us.

Do you know how bad it looks when we call the hospital and ask to speak to you and they say oh she/he cancelled last night or whatever, this is very unprofessional and we do not and will not operate this way.

!!! WARNING !!!

Time slips that are turned in to be paid for a shift that we did not confirm then don't send in a time slip for First Choice to pay because the hospital will not pay us.

The First Choice rules are very simple, easy as one two three...and we will stand beside you all the way.

- 1) **Everything you do you do it through us.**
- 2) **Fill out time slips correctly**
- 3) **Call the 800 number and answer the phone.**



January 2009

NATIONAL BLOOD DONOR MONTH

Blood is traditionally in short supply during the winter months due to the holidays, travel schedules, inclement weather and illness. January, in particular, is a difficult month for blood centers to collect blood donations. A reduction in turnout can put our nation's blood inventory at a critical low.

AABB, in conjunction with America's Blood Centers and the American Red Cross, is celebrating National Blood Donor Month (NBDM) 2009 to encourage donors to give or pledge to give blood.

Every day in our country, approximately 39,000 units of blood are required in hospitals and emergency treatment facilities for patients with cancer and other diseases, for organ transplant recipients, and to help save lives of accident victims. Our goal is to help ensure that blood is available to patients whenever and wherever it is needed because it is the blood on the shelves that helps saves lives.

If you are at least 17 years of age, weigh at least 110 pounds and meet other donor requirements, you may be eligible to donate blood. Celebrate NBDM with AABB by donating blood and encouraging others.



