



In Case of Emergency.

1. Call 911.
2. Be sure to know your client's address and call back number.
3. Notify BarbaraKares of any emergency.
4. Assist client to ER when needed. If possible, stay with client until shift is completed. When/if admitted in hospital, you can leave but make sure to notify BarbaraKares.

Employee Responsibilities

1. Make sure you clock in & out on time at client home.
 - > If unable to clock in. Notify the office at the numbers below:
2. It is your responsibility to clock in and out.
 - > If instructions are not followed properly, Medicaid not BarbaraKares will cancel your shift and you will not get paid for services rendered.
3. Make sure to report any falls, hospitalizations, ER visits as soon as you are aware of the situation. Over reporting is better than NOT reporting!

AGAIN

MAKE SURE YOU CLOCK IN AND OUT AT CLIENT'S HOME!

What is Responsibility and Accountability at work link:

<https://youtu.be/42dLWo9v0HM>

**Call BarbaraKares at:
(478) 251-6846 or (478) 365-3414**