



April 2019



Tip Of The Month:

When scheduling an appointment, it is helpful to leave a comment giving a brief description of the reason for the visit. This gives the techs a general idea of how to approach the patient as they begin obtaining a case history.



HAPPY BIRTHDAY!!!

- Jean Beagan - April 1st
- Beverly Plowman - April 2nd
- Sheila Bishop - April 7th
- Jennifer Edwards - April 8th
- Gillian Schnarr - April 11th
- Amanda Knight - April 22nd
- Ivonne Morales - April 26th
- Tina Abel - April 28th

SAVE THE DATES:



Wednesday, April 24th: Administrative Professionals Day - Thank you to all of our administrative staff for keeping Coastal running smoothly!

Sunday, May 19th: Coastal company picnic

Saturday, June 22nd: Coastal casino trip

Inspirational Quote of the Month

"You will continue to suffer if you have an emotional reaction to everything that is said to you.

True power is sitting back and observing everything with logic.

If words control you that means everyone else can control you.

Breathe and allow things to pass."



- Bruce Lee



Have news you'd like to share, comments, or suggestions for future issues? EMAIL me at:
Lcollins@coastaleyassociates.com



Happy 75th Birthday Dr. Lipsky!

Did you know?

- ❖ Each morning Dr. Lipsky begins his day swimming laps at the pool or running.
- ❖ At any time of the day, Dr. Lipsky is either enjoying a handful of dark chocolate M&Ms or drinking a cup of tea.
- ❖ His most memorable trip is when he and his wife traveled to Africa in 1972 for three weeks for a photographic safari.
- ❖ His favorite movie is “High Noon.” Although characterized as a western movie, Dr. Lipsky states this movie, a principle first promulgated in the “Ethics of The Fathers” 2:1. “In a place where there are no men, strive to be a man.”
- ❖ If given a choice to be any animal, Dr. Lipsky would be a grey wolf. Grey wolves are monogamous, aware of their clan and very intelligent, and his name in Hebrew translates to wolf.
- ❖ Selects Coke by far over Pepsi
- ❖ If going to Baskin Robbins, Dr. Lipsky orders chocolate ice cream without hesitation.
- ❖ Hobbies outside of clinic include sailing, running, flying (twin engine airplane) and remodeling his home from hurricane Harvey.
- ❖ His *must have* app on his phone is WHAT’S APP, as it allows him to communicate with his four children (in Maryland, Israel, Houston) and his wife, Sharon of 51 years.
- ❖ If Dr. Lipsky was being assigned to a deserted island with two items of his choosing, he would make sure to have his multi-tool Swiss Army knife and his wife.



We want to thank Dr. Lipsky for his service as a Major in the Air Force and National Guard, and serving our country during the Vietnam war.



*Deadline for the Easter
Tree Competition is
Monday, April 1. We have
received a few entries....
Bring yours on Monday!*



ST. PATTY'S FUN



Brenda Kunkel volunteers each year at packet pick up and registration for this community-based event benefitting

Bridge Over Troubled Waters.

More than half a million dollars has been raised to support the organization's efforts of providing a safe haven for abused women and children.

Brenda's running club started this event approximately ten years ago.

"Lots of work is put into the event and worth every moment," states Brenda.

Many thanks to Brenda and Dr. Gunderson for sharing their involvement within the community.

If you would like to share your community involvement experiences, please email hr@coastaleyeassociates.com.



**WELCOMING OUR NEWEST PROVIDER,
DR. JAYSON TOMY**



Dr. Tomy is a licensed therapeutic optometrist who has practiced in the Dallas-Fort Worth metroplex and Greater Houston areas. After receiving his undergraduate degree from The University of Texas at Austin, he went on to complete his Doctorate of Optometry from the University of Houston College of Optometry.

Dr. Tomy's areas of expertise include routine eye exams, pediatric eye care, contact lens fitting, treatment of dry eye, management of glaucoma, and co-management of ocular surgeries.

In his spare time, Dr. Tomy enjoys playing board games with his family, exploring the best restaurants in Houston, and traveling the world.

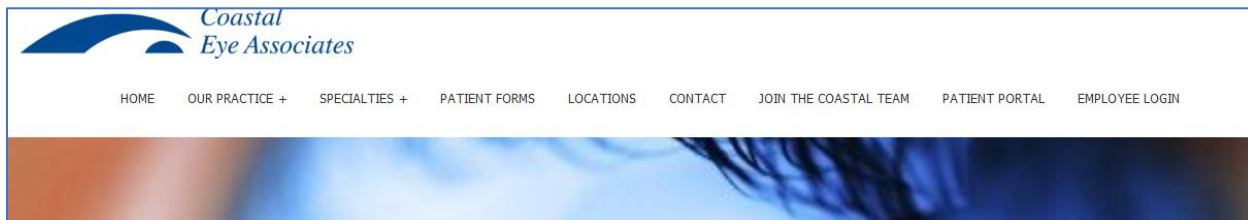
Effective Monday, April 8, Dr. Tomy will be based from the Fuqua office, Monday through Friday, standard clinic hours. He will work closely with Dr. Lipsky and the Advanced Laser team, work in tandem with the research projects and is committed to growing the Dry Eye clinic with the practice.

Coastal is very pleased to having Dr. Tomy join the team.

Human Resources and Clinic Operations is proud to announce the new Coastal INTRANET site!

Employees now have one primary site to reference when seeking
information. Check It Out!

Go to: coastaleyassociates.com → Click on: **Employee Login** (far right corner)



Type in code: **Coastal1996** (Code will change on a regular basis for security purposes. Check with your supervisors for updated passcodes in the future.)

INTRANET

Welcome to Coastal Eye Associates' Intranet. This will now serve as your primary page for regularly referenced documents, updates and announcements.

If you have any questions regarding any of the attachments, please contact your supervisor or Claudia McCabe at 281-282-5107 or hr@coastaleyassociates.com

Cecelia's Corner

Front Desk Forms

- [ABN English](#) | [ABN Spanish](#)
- [New Medical History English](#) | [New Medical History Spanish](#)
- [Confidentiality Questionnaire English](#) | [Confidentiality Questionnaire Spanish](#)
- [New Patient Information English](#) | [New Patient Information Spanish](#)
- [Pediatric Patient Information](#)
- [Private Policy](#)

Documents on this site will be the most
updated forms.

If you have a form that you recommend
be posted, please email Claudia at
hr@coastaleyassociates.com.

**Your feedback is always
welcomed!**

Documents will vary from
Human Resource documents,
medical insurance change
forms, employee update
information forms, front desk
forms, past newsletters, Coastal
Care initiatives and much more.

Newsletters

- [January Newsletter 2019](#)
- [February Newsletter 2019](#)
- [March Newsletter 2019](#)

Employee Documents

- [Check Request Form](#)
- [2019 Time Off Request Form](#)
- [2019 Holidays](#)
- [Employee Handbook](#)
- [2019 W-4](#)
- [Steps to Reprint Your W2](#)
- [Employee Assistance Program](#)
- [Payroll Schedule 2019](#)
- [Four Questions](#)

Medical and Dental Insurance Forms and Resources

- [Aetna Navigator Member Flyer](#)
- [ID Cards and Rx Mail Order Options](#)
- [Flexible Spending Account Services; Replace Card and File a Claim](#)
- [Telemedicine - iSelect](#)