

Keeping Up With Coastal Eye Associates...



EYES ON COASTAL

January 2020



Tip Of The Month:

When scheduling a new patient (especially for a doctor who doesn't usually run behind), please encourage them to arrive at least 10 minutes early to fill out paperwork. It can ruin the flow of clinic schedules if they arrive AT (or slightly later than) their arrival time and then take a long time filling out paperwork.

Welcome

MARIA SERENIL - FRONT DESK



HAPPY BIRTHDAY!!!

- Yesenia Aguilar - January 8th
- Randi Moxley - January 9th
- Mary Fishman - January 27th

Inspirational Quote of the Month

"No matter
how educated,
talented, rich or cool
you believe you are,
the way you treat people
ultimately tells everything."



- Author Unknown



NOTE - Effective January 1, the code for the Coastal Intranet will change to Webster555

The Coastal Intranet has all the necessary and most updated forms you need for front desk, surgery coordinating, insurance questions, phone lists, past newsletters and much more. If you have a document that you share often and would like to post on the Intranet, please contact Claudia McCabe and it can be uploaded for everyone's use.

The Coastal Intranet is the perfect platform to share important company information and help you save time.

To access the Coastal Intranet, follow these steps:

Go to coastaleyeassociates.com =>
Click on Employee Login => Enter
NEW password Webster555 => click Enter

Updated forms at your fingertips!

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

Lcollins@coastaleyeassociates.com



Many thanks to all the participants for the holiday décor!

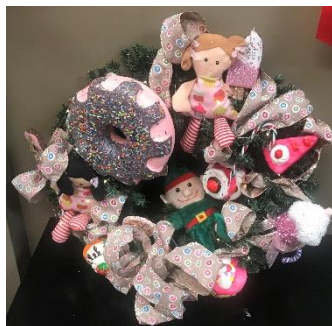
Fuqua



Texas City



Entries from Alvin and Webster included:



Patients voted as their favorite wreath at

the following offices:

Alvin

Webster

Perla W.

Veronica A.

GREAT JOB!!!



A successful
Pictures
with Santa
took place in
December.



Many bright smiles were seen from the children as they saw Santa walk in, greet them, read a book and give them the opportunity to share what was



on their list for
Christmas.

Many thanks to
all the Coastal
Cares
Committee



elves
(volunteers)
that helped
organize this
event.

Your time and
ideas were greatly appreciated!



QUICK NOTES to NOTE

A new PTO form is available for 2020. When submitting a PTO form this year, your managers will review the document with you to ensure each employee understands all aspects of the document. If you have any questions, please contact me at hr@coastaleyeassociates.com



ID Badges need to be worn effective immediately. If you do not have a badge, please let me know and I will ensure one is created for you.

Uniforms = Reminder that each employee is allocated a \$100 credit towards the purchase of new scrubs from 2 Hearts Medical Supply Store on Hwy 3. If you plan to go to the store and order scrubs, you must notify me by email so I can email 2 Hearts Medical a voucher for your credit. You can also text me when you are at the store and I can email them too.



**Have a great weekend and
Happy New Year!**