

ZÖe Pediatrics Company Newsletter

Welcome to November!



Food Safety Tips for your Thanksgiving Meal!

It's officially Turkey Month! We are all excited for the food we will have on Thanksgiving, but it is important that you safely prepare everything for the big meal! So here are a few Turkey Tips to get through the day!

1. Thawing Your Turkey

- a. When a turkey is left out at room temperature for more than two hours, its' temperature becomes unsafe as it moves into the danger zone between 40°F and 140°F, where bacteria can grow rapidly.

2. Handling Your Turkey

- a. Raw poultry can contaminate anything it touches with harmful bacteria. **Cook, clean, chill, and separate** to prevent the spread of bacteria!

3. Stuffing Your Turkey

- a. Bacteria can survive in stuffing that has not reached 165°F and may then cause food poisoning. Wait for 20 minutes after removing the bird from the oven before removing the stuffing from the turkey's cavity.

4. Cooking Your Turkey

- a. Your turkey should have a safe internal temperature of 165°F and the best way to check this is by inserting a food thermometer.

For more information visit the CDC website!

Upcoming Events

Fall into Fun @ Mr. Freed's Fun Factory

- **Saturday, Nov. 3**
- This event is for Thomaston/Barnesville patients who are up to date on their WCC. If you are interested in volunteering, email emily@zoepeds.com.

REMINDER!

Thanksgiving Basket Giveaway!

We have officially begun our Thanksgiving basket giveaway! Each office will be giving away 10 Thanksgiving Dinner Baskets to ZOe families that may be in need this Thanksgiving holiday. We are asking from 100% participation from ALL staff members at ZOe Pediatrics.

Each office is responsible for **10 dinners** and the list of menu items will be posted on the fridge in every breakroom. Please get with your team captain if you have any questions!

Team Captains:

13th St.: **Teanna Royal**

Williams Rd.: **Raychelle Greene**

Barnesville: **Anna Sosebee**

Thomaston: **Kaylee Guy**

HAPPY BIRTHDAY TO...

- TJ Mercer (11/12)
- Marcie McIntyre (11/13)

HAPPY ANNIVERSARY TO...

- Charlaya Campbell (11/12/12) - **6 years**
- Brenda Perez (11/16/17) - **1 year**
- Mary Folds (11/20/15) - **3 years**
- Stephanie January (11/28/16) - **2 years**
- Teanna Royal (11/28/16) - **2 years**

HAPPY 90 DAYS TO...

- Marcie McIntyre (8/1/18)
- Emily Sweat (8/1/18)
- Annude Eugene (8/6/18)
- Brittney Sherman (8/13/18)
- Myteca Smith (8/27/18)
- Jennifer House (8/28/18)
- Tracy Spires (8/28/18)
- Renea Folds (8/31/18)

HR Training Topic of the Month: Confidentiality

This month's HR Training Topic is highlighted through the 2010 *Halpern Associates* article, "Why is Confidentiality Important?"

"In today's increasingly litigious and highly competitive workplace, confidentiality is important for a host of reasons:

Failure to properly secure and protect confidential business information can lead to the loss of business/clients.

In the wrong hands, confidential information can be misused to commit illegal activity (e.g., fraud or discrimination), which can in turn result in costly lawsuits for the employer. Many states have laws protecting the confidentiality of certain information in the workplace. The disclosure of sensitive employee and management information can lead to a loss of employee trust, confidence and loyalty. This will almost always result in a loss of productivity.

What Type of Information Must Or Should Be Protected?

Confidential workplace information can generally be broken down into three categories: employee information, management information, and business information.

Employee Information: Many states have laws which govern the confidentiality and disposal of "personal identifying information" (e.g., an employee's Social Security number, home address or telephone number, e-mail address, Internet identification name or password, parent's surname prior to marriage or driver's license number).

The Americans with Disabilities Act of 1990 (ADA) requires employee medical and disability information be kept confidential and limits access to those employees who have a "business need-to-know" (e.g., supervisors who need to know about restrictions on the work of an employee or other reasonable accommodations that need to be made, safety personnel handling medical emergencies, government officers investigating complaints of disability discrimination).

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulates healthcare providers' use and disclosure of individually identifiable health information (known as Protected Health Information).

The Immigration Form I-9s must also be protected from accidental disclosure. The information contained on these forms (e.g., national origin, age) should be kept confidential to avoid discrimination claims from employees."

QUIZ!

1. What are the three categories confidential workplace information can be broken down into?
 - a. Employee information, management information, business information
 - b. Parents, Kids, Employees
 - c. Confidential, Semi-Confidential, Super Confidential
2. The Americans with Disabilities Act (ADA) requires what information be kept confidential?
 - a. Username and Password
 - b. Phone Number and Address
 - c. Medical and Disability
3. Failure to properly secure and protect confidential business information can lead to the loss of patients. True or False?
 - a. True
 - b. False

Answers: 1) A. 2) C. 3.) A.

Halloween Highlights!

