



# MEMO

**TO:** All Staff  
**CC:** Will Arledge, Administrator; Jessica Broussard, LCSW/COO; Connie Amy, RN/DON  
**FROM:** Kali Babineaux, HR Coordinator  
**DATE:** 8/30/18  
**RE:** Annual Re-orientation

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I have sent out an e-mail to all those who had given me an e-mail. So the purpose of this memo is to address those who I was not able to send the e-mail to.

The written test is electronic and needs to be submitted prior to attending re-orientation. The deadline to submit the test is September 17<sup>th</sup> by 10A. Testing can be completed from home and employees will be reimbursed for their time spent taking the test. If you do not have access to a computer from home, testing can be completed at the office. Everyone will be reimbursed 1.5 hours. The test can be accessed by going to [genesisbh.com](http://genesisbh.com) and:

1. Click on the "employee login" box.
2. Type in the password "genesis".
3. Click on the box labeled "re-orientation test"

There are some documents needing to be completed and they are available on the website under forms and in a folder on the clinical server at work. Some of the documents are for informational purposes while others need to be returned to HR upon completion. The following documents will be found in a folder on the clinical server labeled "REORIENTATION":

1. Orientation.Educational Handout: this should be used to answer your test questions. There is no need to print it, but if you do please share the copy with others to avoid wasteful printing.
  2. Employee Handbook
- The following are type-able forms. So if you prefer to type, do so before printing.
3. Second Injury Fund Form
  4. Flu Consent
  5. PPD Questionnaire
  6. Policy and Procedure Acknowledgement

If anyone has issues or questions, DO NOT hesitate to call me! I want to make this a smooth process for everyone.