

Alpha Group

September 7, 2006

WORK HOURS FOR STAFF

THE OFFICE POLICY CONTINUES TO BE THAT NO STAFF IS TO WORK OVERTIME WITHOUT PERMISSION OF OR BY REQUEST OF A SUPERVISOR OR DOCTOR. SUPERVISORS INCLUDE TOMIKA, HEIDI, MARGARET, OR MARTHA.

AN EMPLOYEE WILL NOT BE PAID FOR MORE THAN AN EIGHT (8) HOUR DAY.

ANY EMPLOYEE WHO WORKS MORE THAN SIX (6) HOURS AND DOES NOT SUBTRACT THIRTY (30) MINUTES FOR LUNCH WILL HAVE THAT TIME SUBTRACTED BY THE SUPERVISOR.

~~Smiley~~ Summer  
9-7-06  
CRIS DIXIE

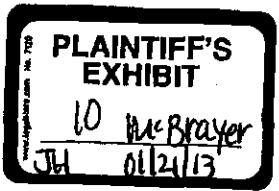
Shankar Wadhwa  
Anita Campbell  
9/7/06

JJ  
9-7-06  
Jacqueline Bon

Kersey Griffin  
9/7/06

Martha Pulkett  
9-7-06

Ronald D. Harris  
1-27-11



ADDENDUM:  
OFFICE POLICY  
9/1/06

DURING OFFICE HOURS IT IS TO BE PATIENT CARE ONLY.

DO NOT DISCUSS PERSONAL ISSUES WITH EACH OTHER DURING THESE HOURS. (EXAMPLE: DISCUSSING CHECKS OR TIME CARDS)

DO NOT DO YOUR TIME CARDS DURING THE HOURS OF PATIENT CARE.

BRING ALL ISSUES TO TOMIKA AFTER AN ADVOCATE HAS LOOKED AT YOUR HOURS ON YOUR TIME CARDS AND SHEETS. ( THIS SHOULD BE DONE BEFORE TIME SHEETS ARE SENT TO MARGARET) YOUR ARE BEING PAID DURING THIS TIME FRAME.

ADDENDUM:  
9/5/06

*(Handwritten initials) 9-5-06*

*hio  
9-5-06*

YOUR PAY AND OFFICE PERFORMANCE IS NOT TO BE DISCUSSED WITH ANYONE

*(Large handwritten signature)*

*(Handwritten initials) 9-5-06*

**ALPHA GROUP, P.C.**

Daniel E. McBrayer, M.D.

February 24, 2005

OFFICE MEETING with corporate attorney, Susan Chiappetta  
All staff present except Ann, Eileen, and Carmen

1. Every employee is to read and sign the Alpha handbook. If you have not done that, do so immediately. Anyone who needs a copy of the hand book may copy the handbook.
2. Staff is prohibited from going to anyone other than their supervisor with a complaint or concern. Should your complaint be in reference to office manager, you should go to Susan. Should your complaint be about payroll, go to Heidi.
3. Staff is only to speak with doctor in reference to patient care, no personal concerns.
4. Dr. McBrayer will pay for lunches if and when he chooses. Staff is not to ask.
5. Staff is paid bi-monthly (1<sup>st</sup> working day after last day of mo. & 1<sup>st</sup> working day after the 15<sup>th</sup>). Hours should be noted in a reasonable manner, for example, no 2-5 minute segments. Time is to be rounded off to the nearest quarter hour (15 minutes).
6. Staff overtime, that is, over 8 hours, must be approved by the doctor or Margaret in order to be paid.
7. English is to be spoken at all times unless staff is helping Spanish speaking patients.
8. Eileen can see patients without assistance from the staff.
9. Gossip and/or rumors will not be tolerated among the staff. For example, you pay is private information not to be shared with other staff.
10. After deliberation, Dr. McBrayer has determined that the VIP phones will be given to staff who have seniority should they want them.
11. If you are unhappy working for Alpha, you may look for other employment
12. Thank all of you for your hard work to help provide excellent service to our patients. You are doing a wonderful job.

*[Handwritten signature]*

2-28-05

*[Handwritten signatures]*

285 Boulevard, N.E. • Suite 240 • Atlanta, GA 30312 • (404) 384-2428  
(1205 Alpharetta Hwy. • Suite B-3 • Roswell, GA 30076 • (770) 475-8483  
1640 Powers Ferry Road • Bldg. 23 • Marietta, GA 30067 • (770) 962-1930

Ann Campbell 2-28-05

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ALPHA

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ALPHA

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**STAFF MEETING FOR OCTOBER 21, 2004  
ALPHA GROUP OB/GYN  
DR. DANIEL E. McBRAYER**

1. Each member of the staff is to wear his/her name tag. Please notify management if you do not have a name tag.
2. English speaking patients need to have English speaking staff with them. If Spanish employees is there, he/she should notify English speaking staff to report.
3. Staff members are not to gather in halls to converse or for any other reason as this makes it difficult for patients to get through. Nor should patients overhear staff discussing any other patient's case.
4. Staff members should go to Margaret, office manager, if there are problems with pay, hours worked, or any other difficulties or problems. If a staff member is having a problem with Margaret, he/she is to call Susan Chiapetta, office attorney.
5. At no time is a staff member to approach Dr. McBrayer with anything other than a patient's welfare or concerns, period, ever, amen. This is a final notice of a policy that has been noted for you repeatedly.
6. When Dr. McBrayer calls you in, and he will, you are to be truthful with him. Someone will tell him the truth even if you do not! He does speak regularly with the staff attorney. Dr. McBrayer is very good to his staff and wants only the best for you.
7. Once again, your wages are not a concern of any other employee, nor are theirs your concern. Each person's pay is based on a variety of good reasons. You are responsible for doing your very best. That is the way to get raises!

*(Handwritten initials in a circle)*

*Hobner*

*Valentine*

*nee  
5-00*

*(Handwritten signature)*

*(Handwritten initials)  
95-04*

*(Handwritten initials in a circle)  
P.B. de*

*M.B.*

*W.C. 10-2504*

*V. a. e*

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ALPHA GROUP OB/GYN  
DR. DANIEL E. McBRAYER

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Anna D. Hower  
9/18/09  
Hower  
Valipour  
N.B.  
J.C.  
E.T.  
J.C. 10-25-04

Mom to Staff


Do a better job

Keeping up with

your time cards  
Ana Lozano

Sig. -  
CARMEN TIRADO 12-03-03

Pilar

Wendi Vane 

CHRISS

Janelle Sanchez 11/14

Roberta Souza  
02/01/09

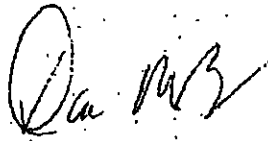
**Quality Assurance**

All employees must take a lunch and they must clock in and out for lunch everyday. If you **DO NOT** take a lunch you must have a supervisor sign off on your card.

(Margaret, Ana, Jennifer, or Daniel E. McBrayer, M.D.)

**NO LUNCH** must be signed off on before it is official.

There are no exceptions.

A handwritten signature in black ink, appearing to read "Dan MB", is located below the text. The signature is written in a cursive style with a large initial "D" and "M".



---

Daniel E. McBrayer, M.D.

March 20, 2003

### **Staff meeting**

1. NO one to work overtime, Dr McBrayer must sign card if any thing other than 8 hrs.
2. Cindi to see that filing is complete and all employees work or clock out.
3. The office staff are not Gyn or AB service, it is all one Doctors office.
4. All staff work doing necessary duties, cleaning, filing, etc. No staff is exempt.
5. Appointments for any staff to be made after 2pm. In writing notification is policy. It is not acceptable to call with any appointment not written prior date.
6. Two staff members are not to draw up meds. Only one at a time.
7. Staff to never discuss fees in any form with patients .
8. Staff to speed up in front gyn with labs and assisting Eileen or Doctor.
9. Back office who make follow up appointments are not to make so many that the office is overwhelmed and never after 1:30 pm . Helping each other is the way to serve in a way that is better for the staff and the patients.

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9-30-03 effective

10-1-03 meeting

Lunch - schedule 30 min 12 to 12<sup>30</sup>

\* recovery exception \*

Both offices no more over #4.00

Vernatra Lynch

Ana Lozada

Jackie White

Curtis Seal

Jennifer Bara

CARLEN TIRADO

Ana Francisco 10-01-03

Kim Seals 10-01-03

~~Michelle Benito 10-01-03.~~

~~Eileen~~  
Cristiano Doming

order  
lunch or  
do not

look

at Dr.

McCrayer

Michelle M. Jackson 1/17/10

Peter Smith  
Retiree 5/27/04

May have 1 hour lunch - put in

Writing now.

1 to assist Eileen <sup>if booked</sup> 1 at window

PV119

All Employees  
Must Put Write  
Down their  
hours of work &  
Be approved by  
GM - needs to be in your folder  
Need off. & meals

05/22/15 13:00 4842654191

ALPHA

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is being the charts in the Marietta office is Clark.

- C. Under NO circumstances is a patient to be seen until their chart has been properly labeled;
- D. There will be no perks given on AR patient unless call sheet is filled out adequately.

- 14. Maria was instructed that she is to direct other staff members to assist her when she is unable to complete her work in a timely fashion. ALL staff members who are available to help will not refuse Maria's request for assistance. If any staff member does not comply with her request, she is to immediately notify either Susan or Margaret and consequences to the staff member who refuses will be implemented;
- 15. All staff members acknowledge that Pat has some medical problems which cause her not to be able to perform her duties. The staff is agreed to cover Pat's duties when she is unable to work and has to leave the office;
- 16. Jackie has been given additional job responsibilities and authority in the office. Part of her additional responsibilities include doing spot checks for a minimum of two times per month in Marietta;
- ✓ 17. Time card: continue to be problematic in that staff members are not turning them in. NO paychecks will go out until the time card has been turned in;
- 18. BEFORE any new patient is seen, their insurance must be verified through their insurance carrier;
- 19. All staff must ensure that when a patient is filling out information that the patient's writing is legible. Be sure that the insurance numbers and all other important data can be read to ensure proper filing and care for the patient.

*[Handwritten signature]*

*(P) a-5-06*

*no a-5-06*

*[Large handwritten signature]*

*(JG) 9-5-06*

*(V8)*

*[Handwritten signature]*