

Part 1 of 2

Reminders! You should not be giving out your cell or home phone number to a client or their family members. If you need to call to call a client's family member to provide an update, you should be using the client's phone to do so. If the client's phone isn't working or if there isn't one, you **MUST** block your phone number before calling them. To do this, press *67 before dialing their phone number.

Part 2 of 2

Also, when clocking in and out of your shifts; you should only be using the client's phone. Only those with permission from the office may use their cell phones for clocking in/out purposes. If you have any questions regarding this, please call the office.