



WARM SPRINGS MEDICAL CENTER

ADDRESS: 5995 Spring St.
Warm Springs, GA 31830

TELEPHONE: (706) 655-3331

WEBSITE: <http://www.warmspringsmc.org/>

FACILITY DETAILS: Critical access hospital-licensed for 25 swing beds • Emergency Dept. - 4 beds
Nursing home - 79 bed attached facility • Joint Commission accredited.

ASA TEAM MEMBER INFORMATION:

- Please arrive 15 minutes early.
- Staff may wear scrubs in their choice of color.
- WSMC will issue your badge - please report to the Front Desk or Nurse's Station.
- Charting System: CPSI
- Prior to leaving the facility on day one, you must turn in all orientation paperwork.

PAYROLL & TIMESHEETS:

- All shifts are 7 - 7
 - Clocking in after 6:45 is considered late.
 - You must clock out after 7:08
- Time sheets must be signed every shift by a nurse leader.
 - One copy remains with WSMC & one copy is submitted to Asa.
- Time sheets are due to Asa no later than midnight on Sunday.
- Options for submission:
 - Email to timesheets@asahealthcaresolutions.com
 - Fax to 229-518-1750
- If you anticipate being late or will be unable to keep your commitment to work:
 - Call the Asa Call Phone: (229) 364-6220 **4 hours prior to your scheduled shift.**



1221 US Highway 19 South
Leesburg, GA 31763
<http://asahealthcaresolutions.org/>
Telephone: (229) 638-6448