



## MORGAN MEDICAL CENTER

**ADDRESS:** 1740 Lions Club Rd.  
Madison, GA 30650

**TELEPHONE:** (706) 342-1667  
**WEBSITE:** [www.morganmedical.org](http://www.morganmedical.org)

**FACILITY DETAILS:** Level IV Trauma Center • Critical Access Facility licensed for 25 swing beds • Remote Treatment Stroke Center • 14 bed Emergency Department (*Ask about being cross-trained for ED & Med/Surg!*)

### ASA TEAM MEMBER INFORMATION:

- ACLS required within 90 days of orientation for LPNs & RNs
- Please arrive 30 minutes early on day one & 15 minutes early for regular shifts.
- Scrub Colors:
  - Med/Surg - Royal Blue
  - ED - Black
- *Visible tattoos are not allowed*
- Charting System: Cerner
- Orientation Paperwork:
  - Contractor onboarding packet due prior to orientation at facility.
  - Orientation Day 1 paperwork, including scavenger hunt & hospital information sheet, must be turned in at the end of day one. Please send one copy to the Nurse Manager & one copy to Asa.
- **PLEASE SEE PAGE TWO FOR FURTHER INFORMATION REGARDING SCHEDULING, PARKING & ACCESS**

### PAYROLL & TIMESHEETS:

- ED shifts are 6:45 - 7:08
- Med/Surg shifts are 6:30 - 7:00
  - 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 MMC & 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](mailto: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

## Parking:

- **Day Shift:** Park at the back of the hospital, enter with badge\*, do temperature self-check, & receive a mask.
- *\*If you do not have a badge, enter main hospital entrance through the ED entrance & ask for directions to Med/Surg unit. Once badge is received, enter at back of building.*
- **Night Shift:** Park in front (outside rim only) or back, enter with badge, & follow temperature self-check & mask requirements.

## Schedule:

- *PRN scheduling* is based upon hospital census and needs. Please submit your availability to Tatina Tucker: [Ttucker@asahealthcaresolutions.org](mailto:Ttucker@asahealthcaresolutions.org) and your shifts will be booked and confirmed. Any shifts set up with hospital are allowed but must be reported to Tatina or Dana, ASAP. Failure to do so may lead to delay in pay or failure to receive overtime pay.
- *Contract Scheduling* is completed by the nurse manager/supervisor at the facility. You must submit start date/end date and any RTO (requested time off) to Asa. After this is complete and your contract is signed the nurse manager/supervisor is your key point of contact during the contract. However, it is helpful to call ASA and report the shifts you have booked and if you had to call out sick for a shift.

## Access:

When you arrive on day one go to the front desk of the department you will be working in and ask for the nurse manager or house supervisor to receive your access.

- PRN Access: Cerner, temporary Omnicell access, badge\*
- Contract access: Cerner, Microsoft office/teams, full-Omnicell access, badge\*

*\*The badge issued by Morgan HR must be returned to the hospital immediately if you will not be returning to this facility or become an inactive Asa employee.*

**MedSurg /Rehab Nurse Manager:** Karen Young, RN • [kareny@mmh.org](mailto:kareny@mmh.org)

**ED Manager:** Michelle Benton, RN • [michelleb@mmh.org](mailto:michelleb@mmh.org)

**Asa Clinical Liaison:** Dana Casper, RN • [dcasper@asahealthcaresolutions.org](mailto:dcasper@asahealthcaresolutions.org)