# The Able Times

From the Desk of Michael Shapiro, President

# **Customer Service**

#### At Able, Customer Service is of the utmost importance. Who are our customers? Every patient, his or her family, our caregivers and our admin staff.

No business can survive without excellent customer service. More importantly, as a health care agency we must be sensitive and attentive to the needs of our patients and their families. After caring for individuals for over 42 years our mission remains the same: *To provide compassionate care with reliable and competent staff.* As one of our caregivers, you represent our company in the world and our reputation relies on your service. We must be vigilant in protecting our reputation. Good caregivers do their job every day. We acknowledge the hard work you do and the vital role you play in your patient's care.

CUSTOMER SERVICE OUTSTANDING Excellent Very Good Average Below Average

Patients and their families appreciate caregivers who are reliable, arrive on time, and are compassionate. Our patients are usually elderly or developmentally disabled and vulnerable and rely on caregivers who are kind, respectful, honest and have a good attitude. We must also be sure that the caregiver is competent and knowledgeable to meet the needs of the client.

To provide good care Able must hire, train and retain the best caregivers possible. To do that we try to offer steady work, good pay and benefits which consist of higher wages, vacation and sick time, health insurance, 401 retirement plans and other important benefits. In many ways we show our appreciation and recognition for a job well done. Our caregivers deserve respect and a close relationship with branch staff, their coordinator, supervising nurse and branch manager.

## January 2019 Volume 24 Edition 1

Inside this Issue
Able's Hall of Fame2 & 3
Message from the Human Resources Department4
Flu Season is Here4
Benefits4
Health Insurance Premium Rates For 20195
Call In Call Out Reminders5
In Loving Memory Annie Mae Johnson Jenkins6
4th Quarter Inservice Schedule6-7
Inspirational Quote8

Able, like all other home care agencies, relies on referrals from Contracts, Managed Long Term Contracts, Managed Care Organizations, Certified Home Health Agencies and others. With excellent customer service and patient care, we will impress our Contracts and they will refer more cases to us.

In order to continue to receive referrals Able must provide excellent service to the cases and families that they refer. Referral Contracts appreciate agencies that accept cases quickly and can be counted on to provide competent, reliable and compliant staff (well trained). Client satisfaction goes hand in hand with customer service. Excellent communication skills and accurate and timely billing are important. Many Contracts insist on caregivers clocking in and out and submitting their tasks through MVV and EVV (some Contracts may require time sheets).

Caregiver Requirements - All caregivers must stay in compliance. Caregivers must have an annual Health Assessment, PPD (if necessary); annual supervisory visit and an annual competency evaluation. They also must attend the required number of inservices each year - including OSHA.

As we start this new year, let's continue to make customer service a top priority, along with exceptional patient care.

It was great seeing and spending time with our caregivers at the branch holiday parties. We are truly grateful and appreciate all you do. *We wish you all a happy and healthy new year!* 

Begin each day with optimism and end each day with forgiveness. Happiness in your life begins and ends within your heart.

From the Desk of Sandra Weintraub, Executive Director



May 2019 be a year filled with good health, peace, joy and prosperity.

# **Able's Hall of Fame**



HHA Patricia Jamerson brought in a wonderful Thanksgiving feast for the Hempstead office. The staff was truly grateful and enjoyed the delicious meal.



**English as a Second Language Graduates** Congratulations to Lourdes Jimenez,

Altagracia Valerio and Maria Quito, pictured above with Gladys, Jacqueline (Teacher) Karline and Sandy



Congratulations on the birth of her 2 grandbabies: Lyanna Samantha-Jocelyne Vasquez (left) was born on 10/31/18 to proud parents Stephanie H. & Nino.

Stephanie A. from our Brooklyn Office & Stanley welcomed their beautiful baby boy Savion Blain on 12/21/18.

Best Wishes to Both Families!



Able's Happ











The Branch Directors/Managers enjoyed spending timewith their caregivers at the holiday parties. They want to share a small sample of some expressions of praise they received in letters from patients regarding their caregivers: "She was an answer to our prayers"; "She is now part of our family"; She was a blessing during my mother's illness"; "Great attitude, always cheerful and eager to help". Our patients appreciate your hard work and so do we. Thank you for all you do. We hope each and every one of you have a happy and healthy new year!



# message from the Human Resources Department

Recently, we sent various communications related to your benefits. It is very important that you return the Health Insurance Election/Waiver Form and the Employee Update Forms for our records. These forms will ensure we have

accurate information about you.

The Human Resources staff is committed to providing efficient, courteous and quality customer service to our Caregivers and Administrative staff. Our goal is to continuously look for new and innovative ways to improve our processes and service delivery. We are available to assist you.

I invite you to contact Human Resources and get to know us. Our goal is to provide extraordinary service in a professional manner.



# FLU SEASON IS HERE...

On December 20, 2018 the flu season was declared by the NYS Department of Health for the 2018-19 flu season. All caregivers that have not received a flu shot must wear a mask while providing patient care.

You will be notified when the flu season is over and you are no longer required to wear a mask.

## Take Advantage of the Many Benefits Offered to You Through Employment with Able Health Care

Health Insurance - Your health is important to us! We offer health insurance for you and your family with HIP. Prescription Benefits, vision and some dental coverage. HIP has an extensive network of doctors available near to your home or work. We offer four levels of coverage!

**401K Retirement Plan** - It's never too late to start saving for retirement. Retirement & Savings program is always an advantage. Participation is strictly voluntary. You can contribute 1% - 15% to the plan each pay period. The Able Health Care Service 401K Plan is a great way to save for your retirement.

**Comprehensive Dental Care** - Affordable dental coverage for you and your family. The Guardian Dental plan offers two types of coverage. Dental cleanings and other services are at a discounted rate. Depending on your selection, Orthodontics may be included. Enroll today!

**Commuter Benefit** - A debit card that can be used to purchase transit passes for use on the New York City subways, buses, train, ferry or UberPool. **Direct Deposit** - Receive your pay directly in your checking or savings account. Don't stand on long lines or pay check cashing fees. Receive your pay automatically. It's easy to enroll and see your pay statements on your mobile phone.

Referral Bonus - Refer a friend. You and your friend can each receive a bonus of \$150 each. Call your branch for details.

## Aproveche los muchos beneficios que se le ofrecen Able Health Care a través de un empleo

Seguro Medico ¡Su salud es importante para nosotros! Ofrecemos seguro de salud para usted y su familia con HIP. Beneficios de prescripción, visión y alguna cobertura dental. HIP tiene una amplia red de médicos disponibles cerca de su hogar o trabajo. ¡Ofrecemos cuatro niveles de cobertura!

**401k Plan de Jubilación** Nunca es tarde para comenzar a ahorrar para la jubilación. Elegible después de un año de empleo. El programa de jubilación y ahorro es siempre una ventaja. Participación es voluntaria. Puede aportar del 1% al 15% al plan en cada período de pago. El 401K plan de Able Heath Care es una excelente manera de ahorrar para su jubilación.

Plan Dental Integral Cobertura dental asequible para usted y su familia. El plan de Guardian Dental ofrece dos tipos de cobertura. Las limpiezas dentales y otros servicios tienen una tarifa con descuento. Dependiendo de su selección, la ortodoncia puede ser incluida. ¡Inscríbete hoy!

Beneficios de Viaje Una tarjeta de débito que se puede usar para comprar pases de tránsito para el uso en los trenes, autobuses, trenes, ferry o UberPool de la Ciudad de Nueva York.

Programa de bonificación por medio de referencia Reciba su pago directamente en su cuenta corriente o de ahorro. No se pare en colas ni pague tarifas de cambio de cheques. Reciba su pago automáticamente. Es fácil inscribirse y ver sus estados de pago en su teléfono móvil. ¡Inscríbete hoy! Programa de bonificación por medio de referencia Recomiende a un amigo o amiga para trabajar en Able Health Services. Usted y su amigo o amiga pueden cada uno un recibir un bono de \$150. Para más información llame a su Sucursal de Able Health Care.

# **Health Insurance Premium Rates For 2019**

Able Health Care Service has finalized the premium rates for 2019. We will continue to offer four levels of medical coverage through Emblem Health – HIP and two types of dental coverage through Guardian and Direct Reimbursement. Summary Plan Descriptions are available at your Branch or by calling Human Resources.

There are other health insurance benefits not sponsored by Able Health Care Service that you can choose to join: MEDICARE if you are of age 1-800-633-4227; MEDICAID 1-800-541-2831; Child Health Insurance Plan 1-877-543-7669; The New York State Marketplace also provides health insurance for individuals, families and children at a low cost. Go online to **www.newyorkstatehealth.ny.gov or call 1-855-355-5777** 

	HIP Base Prime HMO	HIP Standard Prime HMO	HIP Medium/Low Prime HMO	HIP Medium/High Prime HMO
		In-Network		
Office Copay	\$30	\$25	\$20	\$15
Specialist Copay	\$75	\$40	\$20	\$15
ER Copay	\$500	\$50	\$50	\$35
Hospital Copay per Admission	\$2,000	\$500	\$250	No Charge
O/P Surgery Copay	\$750	\$75	\$125	No Charge
Prescription Copay	\$15 Tier 1 Only	\$15 Tier 1 Only	\$15/\$35/\$75	\$10/\$25/\$50
Prescription Deductible	N/A	N/A	\$100	N/A
Out-of-Pocket Max – Individual/Family	\$6,600/\$13,200	\$6,600/\$13,200	\$6,600/\$13,200	\$6,600/\$13,200
Employee Weekly Cost				
Weekly Cont	ribution Based On Worki	ng 130-Hours or More	Per Month	
	BASE	STANDARD	MED/Low	MED/High
Single	\$15.00	\$20.00	\$60.00	\$70.00
Employee/Child	\$180.00	\$200.00	\$260.00	\$280.00
Employee/Spouse	\$220.00	\$240.00	\$305.00	\$330.00
Family	\$420.00	\$460.00	\$560.00	\$600.00
Weekly Contribution Based O	n Working Less than 130-	Hours but More than	80-Hours In Previous M	onth
	BASE	STANDARD	MED/Low	MED/High
Single	\$81.00	\$88.00	\$125.00	\$136.00
Employee/Child	\$245.00	\$265.00	\$325.00	\$347.00
Employee/Spouse	\$285.00	\$306.00	\$371.00	\$397.00
Family	\$488.00	\$526.00	\$625.00	\$667.00
Weekly Contribution Based On Working Less than 80-Hours Per Month In Previous Month				
	BASE	STANDARD	MED/Low	MED/High
Single	\$190.00	\$201.00	\$232.00	\$246.00
Employee/Child	\$354.00	\$374.00	\$432.00	\$458.00
Employee/Spouse	\$393.00	\$415.00	\$480.00	\$508.00
Family	\$602.00	\$635.00	\$734.00	\$777.00

# **Urgent Call In Call Out Reminders**



- To receive your pay accurately and on time it is important to:
- 1. Call in and out for every case which will assure you are paid the correct amount of hours you work.
- 2. Make sure to use the correct phone #, this will identify your patient correctly.
- 3. Make sure to correctly enter your ID #, this will assure you receive credit for your visit.
- 4. Make sure to accurately enter the tasks you do for your patient that are prescribed on the Plan of Care.
- 5. Do not hang up until you hear the final prompt say Thank You and Goodbye. (this will only be heard on the call out after all tasks have been entered properly.)

#### Please feel free to ask for help or to come to your branch if you need more guidance or help calling in and out and entering tasks.

## Para recibir su paga correctamente y en el día de pago adecuado es importante que usted haga lo siguiente:

- 1. Debe de llamar al empezar su turno laboral y debe de llamar al concluir su turno laboral por cada caso. Este proceso asegurará que se le pague la cantidad correcta por las horas trabajadas.
- 2. Asegúrese de usar el número de teléfono correcto, esto identificará a su paciente correctamente.
- 3. Asegúrese de ingresar correctamente su número de identificación, esto le asegurará recibir crédito por su visita.
- 4. Asegúrese de ingresar con precisión las tareas que usted hace para su paciente las cuales están delineadas en su Plan de Cuidado.
- 5. No cuelgue hasta que escuche el último mensaje decir Gracias y Adiós. (Esto solo se escuchará en la llamada después de haber entrado adecuadamente todas las tareas.)

Por favor, siéntete libre de pedir ayuda o de visitar a su sucursal si necesita más orientación o ayuda para seguir el proceso de llamar y salir y para entrar las tareas adecuadamente.

# In Loving Memory



Annie Mae Johnson Jenkins, a beloved member of the Able Family for almost 18 years, passed away on Saturday, December 1, 2018.

It is with sincere gratitude and love that we remember Annie, Home Health Aide and former Service Coordinator in Nassau County.

Annie was loved by all of her clients and provided exemplary care to them. There was never a time when she was called upon to help out with a client, near or far, all hours of the day or night, that she ever refused. Her love for her work showed in the care provided to all her clients. She is greatly and sincerely missed by all.

She will forever be a part of our "family" in our thoughts and prayers.

## INSERVICE SCHEDULE 1ST QUARTER 2019 LOCATION: BROOKLYN INSERVICE SCHEDULE TO BE DETERMINED

LOCATION:				<u> </u>
Date	Time	Subject	Time	Subject
Tuesday, 1/8	9:00 - 12:00	Communication/Sexual Harassment	1:00 - 4:00	Skin Care/Sexual Harassment
Tuesday, 1/15	9:00 - 12:00	Traumatic Brain Injury/Sexual Harassment	1:00 - 4:00	Alzheimer's/Sexual Harassment
Tuesday, 1/22	9:00 - 1:00	OSHA/Skills/Sexual Harassment	1:00 - 5:00	OSHA/Skills/Sexual Harassment
Tuesday, 2/5	9:00 - 12:00	VBP-CHF/Respiratory	1:00 - 4:00	VBP-UTI/Sepsis/Electrolyte
Tuesday, 2/12	9:00 - 12:00	Heart Failure	1:00 - 4:00	Cardiac Patient
Tuesday, 2/19	9:00 - 1:00	OSHA/Skills/Sexual Harassment	1:00 - 5:00	OSHA/Skills/Sexual Harassment
Tuesday, 3/5	9:00 - 12:00	Diabetic Patient	1:00 - 4:00	Preventing Trip Back to the Hospital
Tuesday, 3/12	9:00 - 12:00	Cultural Diversity/Sexual Harassment	1:00 - 5:00	OSHA/Skills/Sexual Harassment
Tuesday, 3/19	9:00 - 12:00	HTN/Sexual Harassment	1:00 - 4:00	The Stroke Patient/Sexual Harassment
LOCATION:	HEMPSTE	AD		
Date	Time	Subject	Time	Subject
Wednesday, 1/2	10:00 - 2:00	OSHA/Skills		N/A
Thursday, 1/3	10:00 - 2:00	OSHA/Skills		N/A
Wednesday, 1/9	10:00 - 2:00	OSHA/Skills		N/A
Thursday, 1/10	9:00 - 12:00	Lifting and Transfers	1:00 - 4:00	Fall Prevention
Monday, 1/14	9:00 - 12:00	The Human Body	1:00 - 4:00	Diabetes
Tuesday, 1/15	10:00 - 2:00	OSHA/Skills		N/A
Wednesday, 1/16	9:00 - 12:00	Cardiovascular System	1:00 - 4:00	Value Based Payments #1
Thursday, 1/17	9:00 - 12:00	Body Mechanics	1:00 - 4:00	Activities of Daily Living
Tuesday, 1/22	10:00 - 1:00	History of Vaccines		N/A
Monday, 1/28	10:00 - 2:00	OSHA/Skills		N/A
Tuesday, 1/29	10:00 - 1:00	Neglect and Abuse	2:00 - 5:00	Difficult Behaviors
Wednesday, 1/30	9:00 - 12:00	Colostomy and Tracheostomy Care	1:00 - 4:00	Tuberculosis
Thursday, 1/31	10:00 - 1:00	Preparing Modified Diets		N/A
Wednesday, 2/6	9:00 - 12:00	Vital Signs	1:00 - 4:00	Neglect and Abuse
Thursday, 2/7	10:00 - 2:00	OSHA/Skills		N/A
Monday, 2/11	9:00 - 12:00	Aging	1:00 - 4:00	Alzheimer's Disease
Tuesday, 2/12	10:00 - 2:00	OSHA/Skills		N/A
Wednesday, 2/13	9:00 - 12:00	Cultural Diversity in Healthcare	1:00 - 4:00	Body Mechanics
Thursday, 2/14	9:00 - 12:00	Value Based Payments #2	1:00 - 4:00	Skin Care
Monday, 2/18	10:00 - 2:00	OSHA/Skills		N/A
Tuesday, 2/19	9:00 - 12:00	Fall Prevention	1:00 - 4:00	History of Vaccines
Monday, 2/25	9:00 - 12:00	Diabetes	1:00 - 4:00	Aide's Role in Medication Assistance
Tuesday, 2/26	10:00 - 2:00	OSHA/Skills		N/A
Wednesday, 2/27	10:00 - 1:00	The Human Body	2:00 - 5:00	Understanding Arthritis

	I	NSERVICE SCHEDULE 1ST QUAI	RTER 2019	(Continued)
LOCATION:				(continued)
Wednesday, 2/13	2:00 - 5:00	Care of Diabetic Patient/Sexual Harassment	6:00 - 9:00	Care of Diabetic Patient/Sexual Harassment
Wednesday, 4/24	2:00 - 5:00	VBP - Sexual Harassment	6:00 - 9:00	VBP - Sexual Harassment
Monday, 6/17	2:00 - 5:00	Respiratory Disorders/Sexual Harassment	6:00 - 9:00	Respiratory Disorders/Sexual Harassment
LOCATION:	QUEENS	•	•	•
Date	Time	Subject	Time	Subject
Wednesday, 1/2	9:00 - 12:00	Diabetes	1:00 - 5:00	OSHA/Skills
Thursday, 1/3	9:00 - 12:00	Aging	1:00 - 4:00	Elder Abuse
Friday, 1/4 Monday, 1/7	9:00 - 1:00 9:00 - 12:00	OSHA/Skills Infection Control	1:00 - 4:00	N/A Anemia
Tuesday, 1/8	9:00 - 1:00	OSHA/Skills	1:00 - 4:00	N/A
Wednesday, 1/9	9:00 - 5:00	Orientation	1.00 4.00	
Thursday, 1/10	9:00 - 5:00	Orientation		
Friday, 1/11	9:00 - 1:00	OSHA/Skills	1:00 - 4:00	N/A
Monday, 1/14 Tuesday, 1/15	9:00 - 12:00 9:00 - 1:00	HTN OSHA/Skills	1:00 - 4:00 1:00 - 4:00	Stroke N/A
Wednesday, 1/15	9:00 - 12:00	VBP - UTI, Electrolyte Imbalance, Sepsis	1:00 - 4:00	OSHA/Skills
Thursday, 1/17	9:00 - 12:00	Special Needs	1:00 - 4:00	Hospice
Friday, 1/18	9:00 - 1:00	OSHA/Skills	1:00 - 4:00	N/A
Tuesday, 1/22	9:00 - 1:00	OSHA/Skills	1:00 - 4:00	N/A
Wednesday, 1/23	9:00 - 12:00	Caring for Yourself	1:00 - 5:00	OSHA/Skills
Thursday, 1/24	9:00 - 12:00	Child Abuse	1:00 - 4:00	Safety in the Home
Friday, 1/25 Monday, 1/28	9:00 - 1:00 9:00 - 12:00	OSHA/Skills Cancer	1:00 - 4:00	N/A Spiritual and Psychological Needs
Tuesday, 1/28	9:00 - 12:00	OSHA/Skills	1:00 - 4:00	N/A
Wednesday, 1/20	9:00 - 5:00	Orientation	1.00 4.00	
Thursday, 1/31	9:00 - 5:00	Orientation		
Friday, 2/1	9:00 - 1:00	OSHA/Skills	1:00 - 4:00	N/A
Monday, 2/4	9:00 - 12:00	Respiratory Disorders	1:00 - 4:00	AIDS
Tuesday, 2/5	9:00 - 1:00	OSHA/Skills	1:00 - 4:00	N/A
Wednesday, 2/6 Thursday, 2/7	9:00 - 12:00 9:00 - 12:00	Disaster and Stress	1:00 - 5:00 1:00 - 4:00	OSHA/Skills
Friday, 2/8	9:00 - 12:00	Oxygen OSHA/Skills	1:00 - 4:00	VBP-CHF, Respiratory Infections, Anemia N/A
Monday, 2/11	9:00 - 12:00	Safety in the Home	1:00 - 4:00	Traumatic Brain Injury
Tuesday, 2/12	9:00 - 1:00	OSHA/Skills	1:00 - 4:00	N/A
Wednesday, 2/13	9:00 - 5:00	Orientation		
Thursday, 2/14	9:00 - 5:00	Orientation	1.00.1.00	
Friday, 2/15 Monday, 2/18	9:00 - 1:00 9:00 - 12:00	OSHA/Skills Alzheimer's Disease	1:00 - 4:00 1:00 - 4:00	N/A VBP - UTI, Electrolyte Imbalance, Sepsis
Tuesday, 2/18	9:00 - 12:00	OSHA/Skills	1:00 - 4:00	N/A
Wednesday, 2/20	9:00 - 12:00	Diabetes	1:00 - 5:00	OSHA/Skills
Thursday, 2/21	9:00 - 12:00	Elder Abuse	1:00 - 4:00	Multiple Sclerosis
Friday, 2/22	9:00 - 1:00	OSHA/Skills	1:00 - 4:00	N/A
Tuesday, 2/26	9:00 - 1:00	OSHA/Skills	1:00 - 4:00	N/A
Thursday, 2/28	9:00 - 12:00	Special Needs	1:00 - 4:00	Hospice
Monday, 3/4	9:00 - 12:00	Caring for Yourself	1:00 - 4:00	Activity and the Elderly
Tuesday, 3/5	9:00 - 1:00	OSHA/Skills	1:00 - 4:00	N/A
Wednesday, 3/6	9:00 - 5:00	Orientation		
Thursday, 3/7	9:00 - 5:00	Orientation		
Friday, 3/8	9:00 - 1:00	OSHA/Skills	1:00 - 4:00	N/A
Monday, 3/11	9:00 - 12:00	Behavior Health	1:00 - 4:00	Artery Disease
Tuesday, 3/12	9:00 - 1:00	OSHA/Skills	1:00 - 4:00	N/A
Wednesday, 3/13	9:00 - 12:00	Communication	1:00 - 5:00	OSHA/Skills
Thursday, 3/14	9:00 - 12:00	Special Needs	1:00 - 4:00	Hospice
Friday, 3/15	9:00 - 1:00	OSHA/Skills Domentia	1:00 - 4:00	N/A
Monday, 3/18	9:00 - 12:00	Dementia Orientation	1:00 - 4:00	Heart Failure
Wednesday, 3/20	9:00 - 5:00	Orientation		
Thursday, 3/21	9:00 - 5:00	Orientation		
Friday, 3/22	9:00 - 1:00	OSHA/Skills	1:00 - 4:00	N/A
Monday, 3/25	9:00 - 12:00	Hepatitis	1:00 - 4:00	Meal Planning
Tuesday, 3/26	9:00 - 1:00	OSHA/Skills	1:00 - 4:00	N/A
Wednesday, 3/27	9:00 - 12:00	VBP-CHF, Respiratory Infections, Anemia	1:00 - 5:00	OSHA/Skills
Thursday, 3/28	9:00 - 12:00	Kosher Patient	1:00 - 4:00	Nutrition
Friday, 3/29	9:00 - 1:00	OSHA/Skills	1:00 - 4:00	N/A



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The Able Times is a publication of Able Health Care Service, Inc. It is produced for its employees, patients, families, and referral sources.

Able has provided Home Health Care since 1976. Able has offices at the following sites:

Able Health Care Special Needs OPWDD Certified Division:

Queens	.718-779-7000
Brooklyn	.718-222-1200
Nassau	.516-933-7000
Suffolk	.631-952-0500

#### Able Health Care Licensed Home Care Agency:

Queens	.718-458-0800
Nassau	.516-933-7000 516-292-0100
Suffolk	.631-952-0500
White Plains	.914-683-9400
Recruitment Offices	:
TT ( 1	516 202 0100

Hempstead	
Brooklyn	718-222-1200



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# Inner peace

is the new success.

Health

is the new wealth.

Kindness is the new cool.

#### In-service Schedule on pages 6 and 7 for January, February, and March 2019

To remain in compliance as an HHA you are required to attend 12 hours or 4 in-services each year. The informative and educational in-services listed on the previous pages will be presented at your local branch office. Call to make a reservation; dates may change. OSHA in-service is required once a year.

#### **Editorial Policy**

The Able Times is a publication of Able Health Care Service, Inc. The Editor invites contributions of articles, special reports, statistics, news items, short personal experiences, poetry, etc. We reserve the right to refuse and/or edit all submissions for publication. Please send articles to The Editor at 1240 Broadcast Plaza, Merrick, NY, 11566.

Neither Able Health Care Service, Inc., nor it's staff are responsible for factual statements or opinions published in The Able Times. All citations are noted where necessary.