### **RESPIRATORY CARE SERVICES** DOCUMENTATION AND CHARGING PROCEDURES







#### **ADD INTERVENTIONS**

- Documentation and charging is done via interventions that you add (if the patient has a new order or is a new admit).
- To add an intervention(s):
  - Type in "Al" in the field at the top left of the patient's intervention screen
  - Type in "RT" in the description field and hit the "F9" button to bring up the list of RT interventions.
  - Using the up and down arrow keys, scroll down to the intervention that you need to add and hit the "Ctrl" key on the right hand side of the keyboard. You can choose as many interventions as you need using the Ctrl key.
  - After choosing the interventions that you want, hit "F12" twice then choose "Yes" to add the interventions.



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	Patient					Status	ADM IN	Room H.562	211
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	Attend Dr ZHAMI	Zhang	,Min MD			Age/Sex	05M 12D F	Loc H.PICL	J
	Start Date 09/09/	23 at 0000 E	End Date	09/09/23	at 2359	Med Edit	09/09 1620	Unit# 10022	259216
	Include A,D AS,C	P,MO,OE,PS 1	1:99 OWN	INT		Acuity			
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	-Hygiene Car	е +			A		1h	CP	
	-Lines/Drain	s/Airways +			A		9h	CP	
	-Teach/Educa	te +			A		23d	CP	
	-Manage/Refe	r/Contact/No	otify +		A		1d	CP	
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Description	Number
RT 1:1 Time Assessment +	220599
RT PED: Suction/Cath Aspiration +	221233
RT: Arterial Stick + #B	221178
RT: Bedside PFT + #B	221176
✓ RT: BIPAP/CPAP +	220594
RT: Bronch Assist +	220551
RT: Chest Physiotherapy +	220554
RT: Chest Physiotherapy - Initial + #B	220552
RT: Chest Physiotherapy - Subsequent +#B	220553
RT: Continuous Neb. TX +	220555
✓ RT: Cough Assist + #B	220598
RT: ECMO +	220593
RT: Extubation +	220559
RT: Heated High Flow O2 +	221173
RT: Heliox +	221192
RT: Incentive Spirometry +	221195
RT: Initial Evaluation +	220595
RT: Inpatient CPR + *	220546
RT: Intubation - Inpatient +	220544
<right ctrl=""> Key to check/uncheck</right>	

#### **DOCUMENTING THERAPY**

- To document your patient's therapies/procedures, click on the therapy then type DN (Document Now) in the box at the upper left hand corner.
- Documentation
  - Nebulizer treatment: Choose from the list
  - Choose "Yes" to go to eMar to document meds
  - Scan the patient's armband
  - Scan the medication. The medication and administration time will be highlighted in the eMar.
  - Make any changes (if necessary) and click Submit
  - Complete remaining fields
  - Click Yes to File Data. This charges for the treatment and records your documentation of therapy.







#### **VENTILATOR AND BIPAP CHARGING**

- Ventilators and BiPAPs are only charged 1 time in a 24 hour period
- Charges for vents and BiPAP are done AFTER MIDNIGHT
- Oxygen utilized with vents and BiPAP is charged separately in the oxygen intervention. It is NOT automatically charged when you charge for vent/BiPAP.
- Only charge oxygen when the patient is using >21% 02.



#### **BIPAP DOCUMENTATION AND CHARGING**

- Designated fields in the documentation screen will prompt the "charge screen" to appear so that you can charge for your therapy. This allows you to document as often as you need to without charging.
- When you choose "Initial" or "Subsequent" in the BIPAP/CPAP treatment field, it will prompt the charge screen so that you can charge. If you are not ready to charge, simply skip this field.

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RT BIPAP/CPAP TREATMENT BiPAP/CPAP treatment Subs Is this patients personal Machine: No		
Mode: BIPf	AP 🔸	-
Mask type: Full	l face	-
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02 Liters per minute:		
Fi02%; 80		
Nitric concentration (ppm);		
Set IPAP (cm H2O); 14		
Measured IPAP (cm H2O);		
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Measured EPAP/CPAP (cm H2O);		
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	4	

## **VENTILATOR DOCUMENTATION/CHARGING** (INITIAL VENTILATOR START)

	RT Ventilator Flowsheet 02/011458 H00738089970 ALIMARI, TAHA		When starting a new ventilator, you must document the start date and start time. Any field with * must be completed!
~	Ventilator flowsheet treatment:>Ad Intubated prior to admission: Mechanical ventilation start date: Mechanical ventilation start time: Mechanical ventilation stop date: Mechanical ventilation stop time: Ventilator mode: Nitric: Heliox:	ult * * (Next Page)	The system will not allow you to proceed until it is done.
50	f patient is on >21%	Since this is a new start, you will need to type "INT" in the comment field. This will prompt the charge screen so that you can charge the ventilator.	(Prev Page) (End)

#### VENTILATOR DOCUMENTATION/CHARGING (INITIAL VENTILATOR START)

	Current All	Session			View/Change Renew/Repeat
+ Category Or + Nursing (24)	ders Pri	Date/Time 9	Status St	cop My	Hold Resume
+ Medica - Candid Ordering Provider		[anning_loffng		_	Indo State
+ Therar Other Provider			y j nu		ler Sets
+ Other Order Source	2				orders Is/Fluids
	OK	Cancel	I		e as Set fications
					Cont from AME
					Reconcile Mede
					Discharge Plan
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- Complete the Ordering Provider field.
- If you do not know the physician mnemonic, type in the first 3 letters of the last name and click on F9 and choose from the drop down list.
- The Order Source is always "Z".
- Click OK to proceed to complete the charging process.

## **VENTILATOR DOCUMENTATION/CHARGING** (INITIAL VENTILATOR START)

Add More	Add to Favorites
Clear Unchecked	Save as Set

	Orders	Pri	Start/Service	Series	Directions	Qty	Details
$\checkmark$	VENT MGMT IP/OBS SUB DAY (R	R	01/08 1421			1	Req

- The verification screen appears. The "Qty" field is automatically populated as 1 since ventilators and BIPAP are only charged once in a 24 hour period.
- Click Done complete the charging process.



Done Cancel Help
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## VENTILATOR DOCUMENTATION/CHARGING (SUBSEQUENT DAY)

RT Ventilator Flowsheet 02/011458 H00738089970 ALIMARLTAHA Ventilator flowsheet treatment: ✓ 1 Adult 2 Peds	2	Charging for subsequent day ventilators is done by the night shift after midnight.
Ventilator flowsheet treatment:→Adult Intubated prior to admission: Mechanical ventilation start date: Mechanical ventilation start time: Mechanical ventilation stop date: Mechanical ventilation stop time:		Image: Restance 02/01/148     H00/300899/00 ALMAR(TAHA)       Image: Restance of the second operation operatio
Ventilator mode: Nitric: Heliox:	(Next Page)	(Prev Page) CEnd)
If patient is on >21% Fi02, charge it in the oxygen intervention.	*	<ul> <li>When you are ready to charge, type in "SUB" in the comments box to bring up the charge screen. Charging is only</li> </ul>

done once in a 24 hour period.

#### VENTILATOR DOCUMENTATION/CHARGING (DC VENTILATOR)

RT V	entilator Flowsheet 02/01 1458	H00738089970 ALIMARI,TAHA	×
<b>○</b> k ✓ 1 2	<mark>Ventilator flowshe</mark> Adult Peds	et treatment:	
	Ventilator flow Intubated prim Mechanical ventila Mechanical ventila Mechanical ventila	Sheet treatment:>Adult or to admission: tion start date: tion start time: ation stop date: 08/25/23 ation stop time: 0130	
		Jentilator mode: Nitric: Heliox:	(Next Page)
lf patie Fi02, c	ent is on >21% harge it in the n intervention.		

- When discontinuing the ventilator, you must document the date/time that the vent was discontinued on this flow sheet.
- Stop date/time must be documented when patient is extubated, expires or is transferred to hospice or organ harvesting care.

Patients that are placed on hospice or transplant are given a new patient number. If the ventilator is continued, it is documented as a new start.

#### **OXYGEN DOCUMENTATION AND CHARGING**

Current Date/Time DAM     I: 0/ of 83       Document Document Document Add Select Change View Order Edit ≥More Detail Text       Now Interv's Interv's Status History Detail Text       Patient Edit Edit Edit Patient Edit Edit Patient Edit Edit Edit Edit Edit Edit Edit Edi
Document         Document         Add         Select         Change         View         Order         Edit         ≥More           Now         Interv's         Interv's         Status         History         Detail         Text           Patient         Interv's         Status         Admit         Admit         Interv         I           Attend Dr         HCBHI         HcBr ide, Hichael         HD         Aqe/Sex         75 H         Loc         H,768E           Start Date         02/01/19 at         0000 End Date         02/01/19 at         235         I         I
Now         Interv's         Interv's         Status         History         Detail         Text           Patient         Status         Admit         Status         Admit         Interv's         Interv's         Interv's         Status         Admit         Interv's         Interv's         Interv's         Interv's         Status         Admit         Interv's         Interv's
Patient     Status     ADH IN     Room H.708E       Resuscitation Status     Full Code     Admit     Admit     I       Attend Dr     HCBHI     IncBride, Nichael MD     Age/Sex     75 H     Loc     H.7EW       Start Date     02/01/19 at     0000 End Date     02/01/19 at     2355
Resuscitation Status         Full Code         Admit         Admit         I           Attend Dr         MCBHI         McBride, Michael         MD         Age/Sex         75 H         Loc         H.7EW           Start Date         (02/01/19) at         (0000) End Date         (02/01/19) at         (235)
Attend Dr         MCBHI         McBride, Michael         MD         Age/Sex         75 H         Loc         H, 7EH           Start Date         (02/01/19)         at         (0000)         End Date         (02/01/19)         at         (235)
Start Date 02/01/19 at 0000 End Date 02/01/19 at 235
Incidate HTD H2TCFUNDTOFTE2 1:33 ONU TUT COURT
Care Items Sts Directions OD Doc Src D C/N KI Prt
Routine Care
-Routine Daily Care + A A Sh PS
-Teach/Educate + A 20h CP
Respiratory Therapy
-RT: Nebulizer Treatment + #B A 5h PS
-RT: Extubation + A PS
-RT: Weaning Assessment + A 7h PS
PL- Vent later Clousheet + A 5h PS
A 15h PS
-RI; Hiterial Stick + #B A 9d PS
-RT: Nitric Oxide + A 2d PS
-KI: Incentive Spiroketry + A PS
Physician Urders
-WC: Wound Care Instructions +z A * OE
-Activity +z A * OE
-Advance Diet as Tolerated +z A +z A + OE

- Complete the fields as necessary
- If only documenting a change, but you are not ready to charge, skip the "Number of oxygen hours" field.
- Click on "Next Page" to complete and file.

- Oxygen is documented every shift for the total number of hours used during your shift.
- NIGHT SHIFT: Oxygen is charged after midnight for the total number of hours used during your shift.

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🔣 Oxygen delivery devices:		
1⊡Room air	7□Face mist tent	13 RAM cannula
2⊠Nasal cannula	8⊡High flow nasal cannula	14 Resuscitation bag/mask
3⊡Mask +	9⊡High frequency vent +	15 T piece
4⊡Ventilator	10□Nasal IPPV	16⊡Tracheostomy collar
5□Airway pressure device +	1100xygen hood	17 Transtracheal
6⊡Blow by	1200xym i zer	
Oxygen detail	: Humidified	
Oxygen delivery devices	i +>NC	
02 Liters per minute	: 5	
02 mL per minute	::	
SP02 %	:: 95	
F i 02%	: 100	
ETCO2	:: 📃	
Nitric		
Number of oxygen hours	l→12 )	
	$\smile$	(Next Page)

#### OXYGEN DOCUMENTATION AND CHARGING (CONTINUED)

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🔣 Oxygen delivery devices:		
1 Room air	7⊡Face mist tent	13 <b>1</b> RAM cannula
2⊠Nasal cannula	8⊡High flow nasal cannula	14⊡Resuscitation bag/mask
3⊡Mask +	9⊡High frequency vent +	15⊡T piece
<b>4</b> □Ventilator	10⊡Nasal IPPV	16⊡Tracheostomy collar
5⊡Airway pressure device +	11⊡0xygen hood	17□Transtracheal
6⊡Blow by	1200xymizer	
Oxygen detai	l: Humidified	
Oxygen delivery devices	s∶→NC	
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02 mL per minuto	e:	
SPO2 3	2: 95	
Fi02	2: 100	
ETCO	2:	
Nitrio	c	
Number of oxygen hours	s¦→12	
		(Next Page)

- Enter the physician's mnemonic in the "Ordering Provider" field. (If you do not know the MD mnemonic, type in the first 3 letters of the last name and click F9 for a listing).
- In the "Order Source" field type in Z
- Click OK and then "Yes" to file to charge for your shift.

- To charge, place the number of hours of oxygen used during your shift in the "Number of oxygen hours:" field.
- Click "Next Page".
- Click "End".
- Click "Yes" to file.

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#### NITRIC DOCUMENTATION AND CHARGING

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Patient			Status	ADM IN		Room	H.708	Ε	
Resuscitation Status Full Code			Admit	01/22/1	9	Bed	1		50
Attend Dr MCBMI McBride, Michael	MD		Age/Sex	75 M		Loc	H.7EW		
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-RT: Retubation +	#D	0			JII	PC			Ŧ
-RI! Weaning Assessment +		9			7h	PS			
-RI: Ventilator Elousheet +		A			56	PS			
-RI: Oxugen +		A			15h	PS			
KL: Hrterial Stick +	#B	A			hP	PS			
-RT: Nitric Oxide +		A			2d	PS			
-RI, Incentive Spinoneury +		A				PS			
Physician Orders									
-WC: Wound Care Instructions	+z	A		*		OE			
-Activity	+Z	A		*		OE			
-Advance Diet as Tolerated	+Z	A		*		0E			
								_	



You can document nitric as often as necessary without charging by skipping the "ND measured (ppm)" field Nitric is charged each shift for the total number of hours used on your shift.

- Nitric should be documented and charged via the Nitric Oxide intervention. There is a field on the vent flowsheet to document nitric; however, it cannot be charged from the flow sheet.
  - When you are ready to charge nitric for your shift, add a reading into the "NO measured (ppm)" field to prompt the charge screen to appear.
  - NIGHT SHIFT: Nitric is charged after midnight for the total number of hours used during your shift.



#### HELIOX DOCUMENTATION AND CHARGING

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Patie	ent	H						
RES	USCITA	ATION ST	ATUS	Full	Cod	е		
Atter	nd Dr	SCHCL	Sch	wendem	an,C	lair A	ME	)
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	Respira	atory The	erapy					Γ
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	-RT 1	1 Time 1	Assessmer	it +				A
	-RT: H	leated H	igh Flow	02 +				A
	-RT:	[ranspor	t +					A
	-RT: H	leliox +						A
	Physic	ian Ordel	°S					
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- Heliox is charged on each shift for the total number of hours used on your shift.
- Heliox should be documented and charged via the Heliox intervention. When charging, it automatically populates the hours field as 1.
   Backspace to erase and add the correct number of hours for your shift.

- When you are ready to charge heliox for your shift, add a reading into the "Heliox concentration %" field to prompt the charge screen to appear.
- NIGHT SHIFT: Heliox is charged after midnight for the total number of hours used during your shift.

	HELIOX THERAPY
	Heliox start date: 08/14/23 Heliox start time: 1045
	Heliox stop date: Heliox stop time:
Ć	liox liter flow L/min: 5 eliox concentration %: 70
iox ne	:hod of administration: Inline Heart rate: 138 Respiratory rate: 35
ar.	SP02 % 100
	LUNG SOUNDS
<b>s</b> used	eft upper lobe: Clear

Current Date/Time DAN	I: 0√ of 22
Document Document Add Select	<u>Change View Order Edit ≥More</u>
<u>N</u> OW <u>Intervis</u> <u>Interv</u> Intervis	<u>Status History Detail Text</u>
Patient	Status DIS IN Room H.568N
Resuscitation Status Full Code	Admit 01/23/22 Bed 1
Attend Dr SANSH Sandell, Sharon R MD	Age/Sex 5Y 00M F Loc H.PICU
Start Date 01/26/22 at 0000 End Date 01/26/22	at 2359 Med Edit 01/26 1023 Unit# H002121967
Include A,D AS,CP,MO,OE,PS 1:99 OWN INT	Acuity
_ Care Items	Sts_DirectionsOD_Doc_Src_D_C/N_KI_Prt
Routine Care	
-Routine Daily Care +	
-Hygiene Care +	D 2d CP
-Lines/Drains/Airways +	D 2d CP
-Teach/Educate +	D 2d CP
-Manage/Refer/Contact/Notify +	D 1d CP
Respiratory Therapy	
-RT: Chest Physiotherapy - Initial + #B	D 3d PS
-RT: Chest Physiotherapy - Subsequent +#B	D 5h PS
-RT: Nebulizer Treatment + #B	D 5h PS
-RT: Oxygen +	D 1d PS
-RI: Metered Dose Inhaler +	D 5h PS
-RI; Heated High Flow 02 +	D 1d PS
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- Patients utilizing Optiflow, Airvo or
   Vapotherm must be documented in the "Heated High Flow 02" intervention.
- All high flow documentation and charging is done in this intervention.
   DO NOT additionally document in the "Oxygen" intervention!
- When charging for high flow 02, you charge for the total number of hours the patient used the high flow unit regardless of Fi02.
- NIGHT SHIFT: High flow oxygen is charged after midnight for the total number of hours used during your shift.



- You can document as often as necessary without charging by skipping the "Heated high flow 02 treatment:" field.
- This allows you to documented any changes during your shift.

#### When you are ready to charge,

complete the "Heated high flow 02 treatment:" field and the additional information along with the hours used during your shift.



+ Category	Drders F				1.0110 11/110 0 0 11
+ Nursing (24) + Medica Order Managemen		Pri   Date/lii	e Status	Stop My	Hold Resume DC I Jndo
+ Cardic + Cardic + Therar + Other Provider Order Source	er FANJE Z	Fann i ng , J	effrey J MD		ler Sets Irders Is/Fluids e as Set
	ОК	Ca	ncel		fications Cont from AME Reconcile Meds Transfer Receiv Discharge Plan

- Complete the Ordering Provider field.
- If you do not know the physician mnemonic, type in the first 3 letters of the last name and click on F9 and choose from the drop down list.
- Click OK to proceed to complete the charging process.



Preview/Edit		(X)
1.Req'd Queries are Missing.	Add More	Add to Favorites
Z.UUANTITY IS FEQUIFED. 3 Must review order detail	Clear Unchecke	ad Save as Set
Orders	Pri Start/Service Series	Directions Qty Details
☑ O2 Heated High Flow (RESP)	R 01/08 1345	Ren
	Type in the total number of hours y	
	need to charge for your shift.	<none></none>
		3
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Done	Cancel Help	

- Type in the total number of hours that the patient used the high flow device on your shift and click Enter.
- Click "Done" to file to complete charging.



#### **ABG PUNCTURE**

Process Care Items	
Current Date/Time DAN	I: 0√ of 70
Document Document Add Select	<u>Change View O</u> rder <u>E</u> dit ≥More
<u>N</u> ow <u>Interv's</u> <u>Interv Interv's</u>	<u>S</u> tatus <u>H</u> istory <u>D</u> etail <u>T</u> ext
Patient	Status ADM IN Room H.3311
Resuscitation Status Full Code	Admit 07/17/18 Bed 1
Attend Dr SHUAL Shulkin, Allan N MD	Age/Sex 50 F Loc H.MICU
Start Date 02/07/19 at 0000 End Date 02/07/1	9 at 2359 Med Edit 02/07 0912 Unit# H001721721
Include A,D AS,CP,MO,OE,PS 1:99 OWN INT	Acuity
Care Items	Sts_Directions OD_Doc_Src_D_C/N_KI_Prt
Routine Care	
-Routine Daily Care +	A 5h CP
-Teach/Educate +	A 5h CP
-Manage/Refer/Contact/Notify +	A 9d CP
Respiratory Therapy	
-RT: Inpatient CPR +	* A old PS
-RT: Bronch Assist +	A old PS
-RT: Nebulizer Treatment + #	B A 26M PS
-RT: Weaning Assessment +	A 15h PS
-RT: Ventilator Flowsheet +	A 4h PS
-RT: Oxygen +	A 2h PS 2h
-RT 1:1 Time Assessment +	A Zd PS
-RT: Transport +	A 10d PS
-RT: Arterial Stick +	
-RT: Nasotracheal Suction +	B A old PS
-RT: Nitric Oxide +	A old PS

V	View Document Activity View Only - RT Arterial Stick	
Patient		
	Date Time by	
Occurred	1 10/19/18 1105 VBS SHPATI, VAL B Recor	ded at terminal MCDHD3NCLS12
Recorded	d 10/19/18 1817 VBS SHPATI, VAL B By me	nitor
	-  - ARTERIAL STICK	
A11	llens test performed: Yes	
A	Allens test results: Negative	
A	Arterial stick site: Radial, left	
Arte	terial stick comment:	
	1	

- When you perform a blood gas stick, you charge using the "Arterial Stick" intervention.
- This intervention is only used when you perform an actual arterial stick.
- This is NOT used for heel stick, CBG, or arterial line draws.

#### LUNCH PUNCH

# **DUNCH**

- ALL staff are expected to badge in/out for lunch daily
- If you are unable to take your lunch:
  - Call you TL and let them know that you have not been able to take a 30 minute break
  - If they are unable to relieve you for lunch, you need to note that you were unable to take a lunch break in the blue book
- You should NOT be writing in your lunch in the book every day.

#### LEADERSHIP TEAM

Your leadership team is here to help you with any questions or concerns.

TITLE	NAME	OFFICE PHONE	EMAIL
Director	Tony Spera	972-566-5751	Tony.spera@medicalcityhealth.com
Manager (Adult, H&S)	Alberto Perez	972-566-7235	Alberto.perez@medicalcityhealth.com
Manager (Pediatric)	Morgan Mora	972-566-7268	Morgan.Mora@medicalcityhealth.com
Supervisor (Day Shift)	Davida Nelson	972-566-7322	Davida.nelson@medicalcityhealth.com
Supervisor (Day Shift)	David Gibson	972-566-5392	David.gibson@medicalcityhealth.com
Supervisor (Day Shift)	Mubark Fadl	972-566-7231	Mubark.fadl@medicalcityhealth.com
Educator	Chris Cates	972-566-4306	Christopher.cates@medicalcityhealth.com
Pulmonary Lab Coordinator	Louis Bracken	972-566-7234	Louis.bracken@medicalcityhealth.com
Supervisor (Heart & Spine)	Jeremy Miller	972-940-8105	Jeremy.miller@medicalcityhealth.com
Supervisor (Night Shift)	Sunil Edward	972-566-7444	Sunil.edward@medicalcityhealth.com
Clinical Operations Coordinator	Shayla Dollar	972-566-2701	Shayla.dollar@medicalcityhealth.com
Supervisor (Night Shift)	Ramona Faught	972-566-2701	Maria.faught@medicalcityhealth.com
Educator	Haley Engelbrecht	972-566-2375	Haley.camp@medicalcityhealth.com
Supervisor (Day Shift)	Gabby Loggins	972-566-7022	Gabrielle.johnson@medicalcityhealth.com

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