

INFORMATION

1. Meals

- Cost is \$4.00 per meal/ \$7.00 on Holidays
- Please let us know by 9:30 am for lunch and 2:30 pm if eating supper.
- Payment can be dropped off at the desk or nursing station before you eat and you will get a ticket. The kitchen staff will collect the tickets.
- The menu is listed on our website.
- NH: Breakfast @ 7:45-9, Lunch @ 11:45 am, Supper @ 5:45 pm.
- AL: Breakfast @ 7:30, Lunch @ 11:30 am, Supper @ 5:30pm.

2. Phone calls

- If a call has to be made to the family, we will only call the **designated family member assigned or power of attorney**. The DFMA or POA will be responsible in making the phone calls to the rest of the family. Our nursing staff are very busy and can't call all family members. Please help us out and communicate with one another.
- If the emergency contact #1 does not answer during an emergency, we will then call emergency contact #2 on the list.
- All calls come to the front desk; there are no direct lines for staff.

3. Drivers/Vans

- We will provide a driver if one is available. Our drivers are retirees and it can be limited when they are available to drive.
- A family member is able to ride with the driver if there is room.
- Drivers will leave about 1 hour before the scheduled appointment if in Sioux Falls. For local appointments (Freeman/Parker) they will leave approximately 20-30 minutes before the scheduled appointment.
- Drivers only drive to dr appointments.
- Families are able to utilize a van if available. We ask that you replace the fuel that is used.

4. Appointments

- If you make an appointment for your resident, please make sure to pass all information on to Amy. Amy will put them in the calendar.
- When your resident attends a doctor appointment there will be paperwork to go along. The doctor will send paperwork back that will be returned to the nurse on duty. Drivers will leave about 1 hour before the appointment.

- Receptionist is able to make any necessary appointments, and is able to line them up with a driver schedule- if a driver is needed.

5. Beauty Shop

- We have 3 beauticians that work at TMH.
- If your resident needs a haircut, we will put them on a list.

6. Mail

- The address for Tieszen Memorial Home is 312 E State St, Marion SD 57043. Residents only need their name on mail, they do not need a room number.
- Amazon packages often are delivered later in the day. They usually are Delivered the next day to the resident.

7. Reserving A Room for Event

- Activity Room: fits around 8 people
- Fireside Room: fits about 8-15
- AL Community Room 15+
- Talk with receptionist about reserving a room
- Major Holidays: can reserve a room 3 hours due to the number of families wanting a room.
- Food can be brought in from the outside. Rooms need to be left how they are found.

8. Staff Information

Laura Wilson- Administrator
 Michelle Kettwig- Administrator Assistant
 John- Business Office Manager
 Jen McConniel– Social Services Coordinator
 Caroline- Director of Nursing
 Michelle Dick - Infection Control,
 Melissa McConniel – MDS Coordinator
 Jody Schaffer – Activities Coordinator
 Colleen Luna - Food Service Director
 Paul Muller – Maintenance Director
 Amy Abbas - Receptionist

- Receptionist: put residents on beauty shop list, organizes drivers, schedule appointments, lets kitchen know about visitors and meals, reserve rooms for families.
- Nursing staff are doing rounds until about 9:30 a.m. and are unavailable during that time.