

**TO ORDER: Call 651-703-4704, Email completed order form to [homecareconsultants651@gmail.com](mailto:homecareconsultants651@gmail.com),  
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| CUSTOMER INFORMATION: |  |        |  |      |  |
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| EDUCATIONAL MANUALS:  |        |            |
|---|--------|------------|
| TOPIC   | PRICE  | √ To Order |
| Body Mechanics  | 100.00 |            |
| Boundaries: Personal and Professional   | 100.00 |            |
| Dementia  | 100.00 |            |
| 4-Hour Dementia Training/Voice Over PowerPoint  | 400.00 |            |
| Diabetes  | 100.00 |            |
| First Aid and Fall Protocols  | 100.00 |            |
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| Home Care Etiquette   | 100.00 |            |
| Home Care Etiquette: Residential Group Homes  | 100.00 |            |
| Home Care Staff Safety  | 100.00 |            |
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| Infection Control   | 100.00 |            |
| Infectious Diseases   | 100.00 |            |
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| Nutrition   | 100.00 |            |
| Observing, Reporting & Documenting  | 100.00 |            |
| Skin Care   | 100.00 |            |
| Working with Families   | 100.00 |            |
| Orientation/Annual Education of Reporting of Maltreatment of Vulnerable Adults/Minors & to the Bill of Rights   | 100.00 |            |
| HIPAA Training  | 65.00  |            |
| DISCOUNT BUNDLE:  |        |            |
| <b>Safety Series Bundle: Includes the following packets at a discount:</b> <ul style="list-style-type: none"> <li>• Home Care Staff Safety</li> <li>• Home Safety</li> <li>• Food Safety</li> <li>• First Aid and Fall Protocols</li> </ul> | 300.00 |            |
| <b>Total Education Manuals</b>  |        |            |

Manuals are individualized to your agency. A list of questions will be emailed to you to assure that your agency-specific information is inserted into the manuals, such as name, address, phone numbers, service area, administrator, etc. A down payment of 50% of the total is due with purchase.

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| MANUALS:  |                            |            |
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|   | PRICE                      | √ To Order |
| <b>COMMUNITY HOME CARE: COMPREHENSIVE MANUALS</b>   |                            |            |
| Policy Manual   | 280.00                     |            |
| Forms Manual  | 280.00                     |            |
| Medication Management Manual  | 320.00                     |            |
| <b>ASSISTED LIVING/GROUP HOME MANUALS</b>   |                            |            |
| Policy Manual   | 350.00                     |            |
| Forms Manual  | 340.00                     |            |
| Medication Management Manual  | 320.00                     |            |
| Emergency Preparedness Manual   | 100.00                     |            |
| Rental Agreement & Resident Handbook ( <i>Optional Assisted Living Forms</i> )  | 100.00                     |            |
| <b>BASIC LICENSE HOME CARE MANUALS</b>  |                            |            |
| Policy Manual   | 260.00                     |            |
| Forms Manual  | 270.00                     |            |
| <b>PCA MANUALS</b>  |                            |            |
| Policy Manual   | 280.00                     |            |
| Forms Manual  | 280.00                     |            |
| <b>ORIENTATION MANUAL</b>   |                            |            |
| Includes Dementia Education Manual, Infection Control Education Manual, and PowerPoint  | 400.00                     |            |
| <b>COMPETENCY MANUALS</b>   |                            |            |
| Competency Evaluation Program: Skills   | 325.00                     |            |
| Competency Evaluation Program: Basic Skills Non-medical   | 275.00                     |            |
| Competency Evaluation Program: Medications ( <i>included with Med. Management Manual</i> )  | 250.00                     |            |
| Competency Evaluation: Health Professional  | 100.00                     |            |
| <b>MENTAL &amp; BEHAVIORAL HEALTH PROGRAM</b>   |                            |            |
| Includes 2-hour Educational Program, Supplemental Materials, and Forms  | 325.00                     |            |
| Per Form or Policy  | 25.00                      |            |
| Emergency Preparedness: Medicare Certified Agency   | 150.00                     |            |
| Procedures Manual   | 150.00                     |            |
| <b>ANNUAL MAINTENANCE FEE</b>   |                            |            |
| ( <i>Optional</i> ) This adds you to list to receive annual email updates to manuals  | \$120/year                 |            |
| <b>DISCOUNT BUNDLES:</b>  |                            |            |
| <b>Community Home Care Comprehensive Bundle: Includes all 3 manuals at a discount:</b>  |                            |            |
| Policy Manual, Forms Manual, & Medication Management Manual   | 800.00                     |            |
| <b>Assisted Living/Group Home Bundle: Includes the following 4 manuals at a discount:</b>   |                            |            |
| Policy Manual, Forms Manual, Medication Management Manual, & Emergency Preparedness Manual  | 900.00                     |            |
| <b>Competency Bundle: Includes all 3 manuals at a discount:</b>   |                            |            |
| Competency Evaluation Program: Skills, Competency Evaluation Program: Medications, Competency Evaluation Program: Health Professional | 550.00                     |            |
| <b>Total Home Care Manuals</b>  |                            |            |
| <b>SUBTOTAL</b>   |                            |            |
| <b>*If applicable, tax exempt #</b> _____   | <b>SALES TAX (7.875%)*</b> |            |
| <b>TOTAL AMOUNT DUE</b>   |                            |            |

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