

# **ATCNE Abbreviated Orientation**

## **New Client Orientation:**

- You must complete within two weeks of intake
- Every Thursday at 10:00 AM in the Building 2 Group Room
- Zoom Meeting ID: 870 9379 3436 Passcode: 400280

## **Hours of operation for DOSING:**

Monday – Friday

- Early 5:15 AM to 6:00 AM    Regular 6:00 AM to 1:00 PM

Saturdays

- 6:00 AM to 11:00 AM

Sundays & Federal Holidays

- Closed

A list of observed holidays for the current year is posted on both bulletin boards located in building #2 and #5 waiting areas.

## **Medical Providers' Schedules**

- Nurse Practitioner Amy: Tuesday, Wednesday, and Friday 6:00 AM-1:00 PM
- Medical Director Dr. Reed: Wednesday 7:00 AM-12:00 PM & Thursday 6:00 AM -11:00 AM (Please note that the last appointment time for intakes with the Medical Director is 9:30am)

## **Clinic Rules**

- Turn cell phone ringer off
- Cell phone cannot be used for any reason
- Remove sunglasses, hats, and hoods
- No food, drink, or gum
- Do not use hand sanitizer prior to dosing
- Leave immediately after you receive your dose

## **Campus Rules**

- No smoking (cigarettes, e-cigarettes, vaporizers, etc.)
- No dogs
- Do not park in the numbered spots
- Place your bike in the bike rack next to Building #2
- Building #1 is for Quest lab and medical appointments only

## **Take Home Policy**

- At orientation you will receive a full description of our take home policies
- The guidelines are outlined in the Client Policy Manual

## **Behavior Management**

- Written notices will be issued for behavioral issues and/or violations of campus or clinic rules

- The following behaviors will not be tolerated and will be consequence up to and including involuntary discharge; threats or acts of physical violence, possession of a weapon, selling or possession of drugs or paraphernalia, driving under the influence, and destruction of property
- If you are AWOL for 4 or more consecutive days your dose will be decreased
- If you are AWOL for 30 or more days you will be discharged

### **Additional Information**

#### Releases of Information

Be sure to sign releases of information for the following:

- Emergency Contact if you have one
- Your Primary Care Physician
- Any Mental Health or Psychiatric Providers

#### Prescription Medications

- Be sure to provide nursing with all up-to-date prescription medication information which includes any refills
- Do not bring medication bottles or medications to the clinic

#### Random Urines

- Please come prepared to provide a urine sample, clients are randomly selected
- If you are unable to provide a urine upon request, you will be asked to wait for 20 minutes in order to receive a swab test

#### Emergency Closings

ATCNE may need to close with short notice due to weather and/or other emergencies

- Per DPH regulations all clients must have a take home bag and/or box with a lock in order to receive a single take home dose
- Take home bags and locks are available for \$5.00 at the front office