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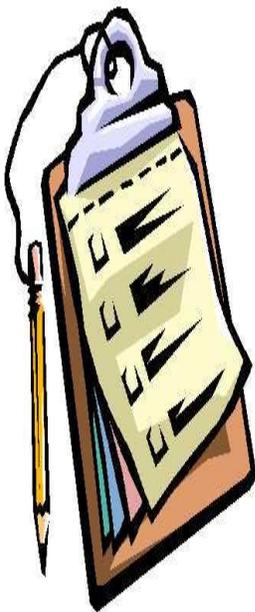


**FALL 2016**

### **Check Out Our New Website!**



Potter Nursing is pleased to announce the launch of our new website. While our address has remained the same, everything about our site is new and improved. We recognize that most people are now using their mobile devices as opposed to their desktop computers to go online, so our top priority was making our site easy to view and navigate when using a smartphone or tablet. Highlights include an expanded Testimonials page, which shows actual quotes from clients and family members, a News page on which we can post newsletters or articles, and a recent group photo of our office staff on the Caregivers and Staff page. We hope that you take a couple minutes to visit us at <http://www.potternursing.com> and contact us with any questions or comments.



### **Caregiver Service Logs**

Please remember to check the accuracy of the dates and times on your caregiver's service logs or time sheets before signing them. A signed service log is treated as an invoice from your caregiver and as authorization from you or your representative that you agree to be billed for services rendered. If you believe that there may be an error or a service issue, it is very important that you report it to our office immediately so that we can investigate and make any necessary corrections. Once billing is completed and your caregivers are reimbursed for their services, it is often not possible to process a refund.

This reminder not only pertains to our services. We recommend that you always thoroughly review paperwork presented to you from any contractors who perform services for you in order to prevent issues afterward.



If you do not have an estate plan or if you have one but have not reviewed it recently, now is the time to think about it. Even if you do not have a large estate, we recommend that you meet with an attorney to devise a plan.

A solid estate plan not only addresses the conveyance of your assets or property. Other components may include instructions regarding your care in the event that you become incapacitated, funeral arrangements, the transfer of your business and the care of minor children, pets or special needs family members. Having a good estate plan may also minimize taxes and legal fees.

According to Yoni Markhoff, PA, who specializes in estate planning, two documents that everyone should have are a living will and a health care surrogate form. A living will states your intention regarding life support and a health care surrogate is someone who is authorized to make decisions for you if you are no longer able to make them for yourself. You can visit Mr. Markhoff's website at <http://markhoffpa.com> and go to the Estate Planning page to find links for free living will and designation of health care surrogate forms from the Florida Bar. In addition to a will, other documents that you may want to consider are a trust and a durable power of attorney.

We recognize that this is a subject most people do not enjoy discussing, but it is never too early to have a plan in place to ensure that your wishes are carried out and to make things less stressful for your heirs.

### ***Don't Let Your Guard Down!***

While the peak of Hurricane Season is around the middle of September, you must stay prepared until the Season ends on November 30. Be sure to take inventory of your hurricane supplies if you haven't done so recently and remember to maintain a one-month's supply of your medications at all times. Please do not hesitate to call Potter Nursing Service if you need advice on preparing an Emergency Plan that works for you.

