

FACILITY BUSINESS OFFICE SENIOR SALON SERVICES PROCEDURES

Senior Salon Services, LLC has been selected to provide hair care services to the residents of this facility.

*****PLEASE NOTE: EVERY FACILITY IS RUN DIFFERENTLY*****

The following procedures pertain if applicable:

All residents must be approved before beautician can perform service. Approval should only be given to those residents who have appropriate funds available. Should there not be available funds, it should be noted and the beautician/barber will not perform service.

Appropriate funds by definition, assumes a signed permission slip on file from the resident or responsible party, as well as monetary funds available.

Every day the beautician/barber works they will submit an invoice to the business office with the residents they serviced. Invoices can be paid weekly, bi-weekly or monthly. Please make sure to write the invoice numbers on the corresponding checks your facility sends to Senior Salon Services.

A statement will be mailed to you at the end of every month for the unpaid invoices.

Payment should be made to:

Senior Salon Services
3 Eves Drive
Suite 305
Marlton, New Jersey 08053

If you have any questions concerning billing, please call Dee at Senior Salon Services at 866-446-1836, ext. 25.

Thank you for your valued assistance and cooperation.

FACILITY ADMISSIONS OFFICE

SENIOR SALON SERVICES

PROCEDURES

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The following procedures pertain if applicable:

All new residents should be advised as to the availability of the hair care services. A permission slip and a price list should be included in every admissions packet. Please make sure the hair care services are discussed with the resident and responsible party and the permission slip is signed.

Hair services are important to the quality of long term care residents, and it greatly increases their self-esteem. Visitors, including regulatory agencies, observe physical appearance as well as physical condition. Well groomed residents will greatly enhance not only their confidence but also the facility image.

Depending on the facility all completed permission slips should be copied and given to the business office, activities department, social services and beauty salon. These permission slips will help not only to confirm that the resident or responsible party wants service but also so the beautician can make appointments based on those slips.

Any questions should be directed to our office.

Senior Salon Services
3 Eves Drive
Suite 305
Marlton, New Jersey 08053
866-446-1836

Thank you for your valued assistance and cooperation.

FACILITY TRANSPORTING SENIOR SALON SERVICES PROCEDURES

Senior Salon Services, LLC has been selected to provide hair care services to the residents of this facility.

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The following procedures pertain if applicable:

Hair care is important to the quality of life for long term care residents, and it greatly increases their self-esteem. Visitors, including regulatory agencies, observe physical appearance as well as physical condition.

The beautician/barber will provide a list of all residents scheduled to visit the beauty salon each day. The list will be given to all nurses' stations, activities department, receptionist, and any other staff working with the salon.

Transporting is not to be done by the beautician/barber. We request your cooperation in seeing that all scheduled residents are transported to the beauty salon. It is important the resident does not find a reason for not going unless ill or out of building. Please approach the residents in a positive way so they look forward to going to the salon.

The beautician/barber will announce their arrival so you know when to begin transporting. Should there be any questions please coordinate them with the beautician/barber.

After the service is completed, the residents will need to be transported back to the appropriate place.

Please note residents should be dressed and in a wheel chair ready to go. Hair cannot be done in a Geri-chair.

Thank you for your valued assistance and cooperation.

SENIOR SALON SERVICES PROCEDURES

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The following procedures pertain if applicable:

A standard permission slip such as the one attached is recommended. Admissions should include the permission slip in the admissions packet and discuss hair care opportunities at the time of admissions.

The permission slip should be given to all alert and oriented residents and mailed to all responsible parties before Senior Salon Services begins servicing your facility.

Permission slips are required to be signed by all residents, family members or responsibility parties. No work will be done without a signed permission slip, unless asked by a staff member in a director position. Nurses are not able to give permission.

From the permission slips a list will be provided to the business office indicating those next scheduled for hair services. The business office will pre-approve the list for funding and permission if necessary.

In order to ready and transport the residents on their scheduled day, the pre-approved list will be provided to all staff. On the day the residents are scheduled for hair care, the beautician will announce her arrival, and the residents can begin to be transported to the beauty salon. All residents should be dressed and in a wheel chair. Hair cannot be done in a Geri-chair.

Transporting is not to be done by the beautician. We request your cooperation in seeing that all scheduled residents are transported to the beauty salon. Please approach the residents in a positive way so they look forward to going to the salon. We wish all of your residents to be well groomed and it is important they do not find a reason for not going. After the service is rendered, the residents will need to be transported back to the appropriate place.

At the end of each day an invoice will be submitted for payment. A statement will be sent at the end of each month for any unpaid invoices.

Any questions should be directed to our office:

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Marlton, New Jersey 08053
866-446-1836

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**SENIOR SALON SERVICES
EXAMPLE OF LETTER TO BE MAILED
TO FAMILY MEMBERS OR
RESPONSIBLE PARTIES WITH THE
PERMISSION SLIP**

INSERT YOUR FACILITY NAME HERE is pleased to introduce Senior Salon Services, LLC, as the provider of our hair care services. Senior Salon Services' approach to hair care is highly professional. They specialize in hair care in facilities such as ours and have more than two hundred satisfied long term care facilities as clients.

Their goal is to improve our residents' appearance while also improving their self-esteem. Please review the enclosed permission slip and indicate which services you are interested in and how often. The permission slip will help the beautician set up appointments for your loved one. Please return the permission slip at your earliest convenience.

The funds will be deducted from the appropriate account after the services have been performed. In addition, gift certificates are available from Senior Salon Services should you wish give the gift of beauty. If you have any questions or concerns please feel free to contact us at any time.