

The California Paraoptometric Section is interested in having more volunteers serve on the section's board. Please join us in developing useful programs for our members, and to spread the word by recruiting new CPS members! Contact Kim Pantel for more information at khym@hotmail.com.



Brandi Krall, CPS Board Member



TEN TIPS FOR STAFF TO HELP KEEP A "GREEN" PRACTICE

"Going Green" is a term that has been used to conserve energy and reduce waste. Many of us may automatically think of ways we conserve energy and reduce waste in our homes and everyday lives. However, there are many steps that can be taken to "go green" at our places of employment and within the optometric practices where we work. Staff can play an integral role in order to help reduce waste and save energy.



Here are 10 simple steps staff can take to help in keeping a "green" practice and reduce your office's carbon footprint:

1. Implement an Electronic Medical Records (EMR) system; this can be done in small increments until all patient records are available electronically. By scanning information, such as patient medication lists, insurance cards, and medical records, printed copies are unnecessary.
2. Save emails into electronic folders, rather than printing them.
3. Email documents rather than faxing.
4. Make intake forms double-sided to reduce the waste of multiple sheets of paper.
5. Use email or notice boards to share information instead of printed memos.
6. Use electronic training manuals for office policies and procedures, which also makes updating information more efficient.
7. Use office supplies made of recycled materials or reconditioned content.
8. Ask your employer to buy products with a longer life, such as low energy light bulbs or solar powered calculators.
9. Encourage your employer to choose local products and materials to reduce energy use and pollution.
10. Turn off un-used lights and machines. Place computers, copiers, scanners, etc. on auto sleep or shutdown. Ask the last person to leave the office to ensure that they turn everything off including printers, drinks machines, fans, computers and lights — perhaps have a checklist drawn up and posted by the door or alarm control panel.

All of these ideas can help a practice reduce waste and even cut down on spending. It requires everyone working together to make a large impact on the global "Going Green" effort!

CPS Update

WELCOME! New CPS Members

Cary ampo
Ricardo Carrillo
Giselle Chavez
Irene Choi
Shanel Ciltte
Fanny Garcia-Flores
Stephanie Guignard
Glenda Hayes
Richard Marquez
Russell McDaniel
Laurencia Montes
Laura Morgan
Eugene Oishi
Jana Queen
Libbie Schedling
Barbara Shea
Catherine Thompson