

Vision - Prairie will be the leader in quality, compassionate, comprehensive cardiovascular care and create a great place to work.

Mission - To optimally serve our patients and their physicians in the prevention and treatment of cardiovascular diseases with:

- ❖ Compassion and dignity
- ❖ Assurance of quality
- ❖ Research
- ❖ Education (ourselves, staff, paramedical personnel, patients, etc.)

This mission statement has been the foundation of Prairie since the early 1970's. Colleagues are to treat each other with respect and dignity and to work in a cooperative manner to further the Mission and Vision. There is one primary job description that cuts across all activities. Within your scope of training, you are to handle all necessary things that are not illegal, immoral or unethical.

<i>Core Values</i>	
Respect	<ul style="list-style-type: none"> • Consistently work in a positive and cooperative manner with co-workers.
	<ul style="list-style-type: none"> • Assist in the orientation/training of new employees and help co-workers in the performance of their assignments.
	<ul style="list-style-type: none"> • Consider the impact of your actions on others throughout the organization.
Care	<ul style="list-style-type: none"> • Answer and refer telephone calls or other inquires to ensure accurate and timely communication. <ul style="list-style-type: none"> ▸ Identify yourself in a pleasant and positive manner. ▸ Take responsibility for helping the caller.
	<ul style="list-style-type: none"> • Seek out opportunities to help rather than waiting to be asked.
	<ul style="list-style-type: none"> • Investigate and follow through on requests for service or information.
	<ul style="list-style-type: none"> • Take initiative to do or redo inadequate or incomplete work, even if it is not yours.
	<ul style="list-style-type: none"> • Consistently evaluate work and determine if further steps are needed to meet patient/co-worker satisfaction.
	<ul style="list-style-type: none"> • Demonstrate flexibility to perform duties wherever volume deems it necessary.
	<ul style="list-style-type: none"> • Comply with the HIPAA and OSHA policies and procedures to ensure a safe working environment for self and others.
Competency	<ul style="list-style-type: none"> • Consistently demonstrate ability to respond to changing situations in a flexible manner in order to meet current needs, such as reprioritizing work as necessary.
	<ul style="list-style-type: none"> • Minimize non-productive time and fill slow periods with activities that will enable you to prepare to meet the future needs of the practice (organizing, housekeeping, assisting others).
	<ul style="list-style-type: none"> • Organize job functions and work area to be able to effectively complete varied assignments within established time frames.
	<ul style="list-style-type: none"> • Consistently demonstrate ability to take the initiative to make decisions/choices without direct supervision when appropriate.
	<ul style="list-style-type: none"> • Demonstrate sound judgment by taking appropriate actions to resolve problems.
	<ul style="list-style-type: none"> • Recognize the need for variations in staffing and initiate actions (cross/additional training) that will allow cross-functional duties when appropriate.
	<ul style="list-style-type: none"> • Demonstrate knowledge and understanding of all policies and procedures.
Joy	<ul style="list-style-type: none"> • Create a great place to work.