

# The Admission Process

Admission to a health care facility can be a daunting experience. It need not be. This checklist is designed to assist you prepare for admission, and hopefully will lessen the anxiety that accompanies an unfamiliar process. Just remember, we are here to help you.

## Pre Admission

Prior to arrival at Collingswood, you can gather information and documents together which will assist in completing the paperwork. Information which will be needed during the pre admission interview includes:

Resident drivers license, insurance cards, Medicare Card, Medical Assistance Card, etc

Power of Attorney, Durable Medical Power of Attorney (if there is one)

Advance Directive (if there is one)

Name, address, phone number of resident's physician

Brief family tree- so we will know who is who

Family history so that we will know enough about your loved one to make them comfortable. It helps us to know what a normal routine looks like to your loved one.

Copy of Social Security Check, pension check or other monthly income source if you will be applying for Medicaid in the next three months

Contact information for responsible family members

Contact information of other health care facility if the resident is currently in the hospital or other nursing home

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## Day of Admission

The day of admission can sometimes be stressful. Let us take the worry out of the transition. We will make sure that the room is ready when your loved one arrives, that any medications needed are on hand and that we have doctor's orders for ongoing care from the first minute at Collingswood.

We will need:

Medical record from other health care facilities – we arrange for this

Doctor's orders, prescriptions, therapy orders

Resident's personal belongings such as clothes, glasses, dentures, hearing aids, as well as personal items such as photos of grandchildren, and that favorite pair of slippers.

You will be asked to:

Sign the admissions agreement

Provide follow-up insurance information if not already provided

Gather copies of bank account, insurance policy, investment statements owned by your loved one prior to making application for Medical Assistance

## After Admission

You can feel comforted that your loved one will thrive at Collingswood with a little help from family and friends. Feel free to visit often and attend the Care Planning Sessions. This will give you an opportunity to provide valuable insights that can make our care giving more effective. These Care Planning meetings are also an opportunity for you to observe the planning process that results in quality care.

We encourage you to interact with staff at all levels, ask questions and provide input.