



Arbor Springs

Admitting Checklist

_____ **Preview The Lifestyle** – Arrange a tour of our facility by contacting the Administrator or Social Service Coordinator at (515) 223-1135.

_____ **Pre-Admission Assessment** – A medical assessment will need to be completed prior to admission. The medical assessment includes a staff member visiting the resident in their current setting to determine their most appropriate level of care and to make sure we can meet their needs. Upon completion we will promptly notify you of your qualifying for admission.

_____ **Obtain Order** – It is a state regulation that we maintain an order from the resident's physician declaring the level of care needed. It is also beneficial for us to obtain a current history and physical as well as current TB status. If the resident is in the hospital we can obtain these easily, however if they are coming from home you may need to contact your physician.

_____ **Determine Admission** – An admission time can be scheduled with our Social Worker. We generally accept admissions Monday through Friday between the hours of 9:00am and 4:00pm.

_____ **Complete Admit Paperwork** – The Responsible Party will need to complete needed admission papers. We encourage you to set up a time to come in ahead of the admission day to help make the move easier. To properly complete the admission packet we will need copies of the resident's social security card, Medicare card, and any other supplemental insurance cards. The facility will also need a copy of any power of attorney paperwork, advance directives such as living wills, and legal guardian or conservator papers. At this time the first months rent from date of room acceptance through the end of the current month will be needed as well as the \$1000.00 admission fee.

_____ **Move In** – Here are some things to keep in mind as the day approaches.

- Comfortable clothing is best, things that are easy for the resident to get on and off. Seven days of apparel, appropriate under clothing, a robe, slippers, and sweater are a good start. A good fitting pair of comfortable walking shoes that can be washed or easily cleaned is best. Please make sure that all of the resident's clothes are marked with a permanent laundry pen before putting them away.
- Please bring personal hygiene products for the resident's use. Include tooth and hair care products, a razor, lotion, and anything else the resident likes or needs to use. We can provide these items for you for an additional ancillary charge.
- Feel free to personalize the room by bringing whatever belongings the resident would like to have or can fit in the room. Family photographs, a radio or television, a favorite chair, favorite blanket or bedspread are just a few suggestions. Try to limit hard to clean items, collectibles, breakables, and keep valuables away. Please make sure all of these items are marked with the resident's name as well. We encourage you to set up the room prior to bringing the resident as this will not only be easier but also may help the resident in adjusting.
- Don't forget to bring assistive devices, such as a wheelchair, walker, cane, or oxygen. It is our policy that we do not privately fund equipment for the resident during their stay.
- It is our policy and the rules of the state fire marshal that **no** extension cords, multi-plug outlets, electric heaters, or heating pads and blankets be allowed in the resident's room.