

INFORMATION REQUIRED PRIOR TO ADMISSION

(You must have everything listed on this sheet to be on the Interest List!)

1. Completed 'Application for Admission' section of your packet (every section needs to be addressed - leave no blanks).
2. Completed 'Veterans Information' sheets (again you must have information in all sections).
3. A certified copy of the discharge from military service (DD 214)
4. A copy of social security card and copy of military ID if military retiree.
5. Verification of West Virginia residency.
6. Copies of all insurance cards (front and back) i.e. Medicare, Medicaid, and Private Insurance.
7. A copy of the power of attorney / guardianship papers, if applicable.
8. A copy of the resident's living will / advance directives, if applicable.

9. If the resident is currently in a nursing facility, please provide:

- Current history and physical (within past 6 months).
- Monthly Nursing summaries for previous 3 months.
- Nursing notes for previous 3 months.
- Current medication / treatment list, including herbal and over the counter meds.
- Current weight.
- Completed Physician's Certificate (forms included in packet).

10. If the resident is NOT currently in a nursing facility, please provide.

- Current History and Physical (within last 6 months).
- Discharge summary from recent or current hospital stay, if applicable.
- Current medication / treatment list including herbal and over the counter meds.
- Current PPD skin test status or proof of negative chest x-ray if PPD positive.
- Current weight.
- Completed Physician's Certificate (forms included in packet).

FINANCIAL INFORMATION NEEDED FOR ADMISSION

1. Verification of all income you receive. Please provide copies of the check stubs you receive from any income that is not direct deposited. Income amounts must be the gross amounts before withholdings.

A copy of your current marriage license; if widowed, divorced or legally separated, provide documentation of this fact. If paying child support or alimony, please provide appropriate documentation.

If you have questions regarding admissions please contact Janet Chapin BSW/LSW, or with the financial process, please contact the Financial Officer at your convenience. Phone 626-1600