

VALLEY VIEW AT COTTAGE STREET, LLC
ADMISSION ORIENTATION CHECKLIST

Resident: _____

Date of Admission: _____

Date of Orientation _____

Conducted by: _____

Reviewed with **Resident** **Sponsor**

Subjects Reviewed:

- Abuse Reporting and Investigation
- Activity Assessment
- Admitting Physician’s Statement
- Admission Agreement
- Admission Health Assessments
- Admission, Retention, and Discharge Criteria
- Advanced Directives Information
- Advocate Groups
- Authorization for the Use and Disclosure of Health Information
- Hospice and Palliative Care Services
- Applying for Long-Term Care Medicaid
- Available Services
- ACCS / ERC Medicaid Information
- Billing Information
- Case Management Services
- Change in Room/Roommate
- Change in Condition / Status
- Complaints Filing and Grievance Procedure
- Conduct and Behavior
- Consent for Treatment
- Consent to Photograph
- Confidentiality of Information
- Cost of Services
- Covered and Non-Covered Services
- Description of Services Being Provided
- Dignity and Respect
- Examination of Survey Results
- Facility Operational Standards
- Facility Orientation and Fire Safety
- Facility Staffing Ratio
- Facility Tour
- Financial Matters
- Health and Medical Condition
- Health and History Interview
- Holding Bed Space / Bed-Hold Agreements
- Memory Care Services
- Medicaid Benefits
- Medical Insurance Information
- Notice of Transfer / Discharge Requirements
- Nursing Services
- Nursing Health Assessment
- Ombudsman Program
- Personal Property and Resident Funds
- Personal Needs Allowance
- Plan of Care / Assessments
- Pharmacy Accounts and Services
- Physical and Cognitive Functioning Assessments
- Provider Agreement to Accept Medicaid as Sole Payment
- Pre-Admission Intake Information/Assessment
- Privacy Practices and Use of Information
- Primary Care Services
- Postmortem Care Instructions
- Refund Requirements
- Requesting, Refusing, and/or Discontinuing Care/Treatment/Medication
- Resident Rights
- Resident Assessment Instrument
- Room and Board Calculation Worksheet
- Room and Roommate Assignments
- Self-Administration of Medication
- Smoking Policy
- Specialty Nursing Services and Home Health Services
- Telephone Use
- Transfer, Discharge, and Appeal Rights
- Transportation Services
- Transferring Primary Care Services
- Variance (LOC) Information
- Vermont Advanced Directive for Health Care
- Visitation Policy

Resident / Legal Representative

Date

Facility Representative

Date