

THE MADISON

Admission Requirements for Incoming Residents

Please visit our website at: themadisonalf.com

Use this form for proper completion and routing of admission documents. The following are required documents which must be completed and faxed to us by 5PM, 48 hours before the scheduled upon admission date:

1. A completed Uniform Assessment Instrument (UAI). There two different forms, one for public pay and one for private pay. If the resident is “public pay”, Medicaid qualified, section 3 below must be completed.

2. Complete the Resident Financial Responsibility Form and with the UAI to The Madison.

Note: Number 1 and number 2 above are required for initial approval of the resident for admission. Fax these forms to 540-518-9041. Approval of these forms will be sufficient to hold a bed until the remainder of the admission process is completed.

3. A completed DMAS 96 form (if the potential resident is on Medicaid/Auxiliary Grant.)

The next four (4) forms (4, 5, 6 &7) may be completed at the same time by the resident’s physician.

4. A completed Physician’s Med Order Form. This form must be completed in its entirety; all boxes must be filled in. Another form may be used, however the same information must be provided or our pharmacy cannot fill the prescriptions.

If the resident requires mental health services, Virginia regulation requires the resident’s current facility to schedule an appointment with the receiving facility's community service board. Accordingly, **if this resident requires these services**, please make an appointment with the Rappahannock-Rapidan Community Services Board (RRCSB) **before the resident is admitted to our facility**. The RRCSB contact information is 458 N. Madison Road, Orange, VA 22960. Their telephone number is 540-672-2718.

Also, the Physician’s Medication Order form **must provide adequate medications to last the resident until the scheduled visit with the RRCSB**. Likewise, if the resident is taking a controlled medication, **the Physician Medication Order must provide adequate**

narcotics to last until the next scheduled Physician's appointment. Please contact our pharmacy director at 540-672-2321 to co-ordinate the scheduling of that appointment. If the resident is to receive services such as occupational therapy, physical therapy, wound care, etc., please contact us to arrange these care plans through a home health service before the resident is admitted.

5. Complete the Documentation of Physician's Oral Order for PRN (as needed) Medication form.

6. Complete the enclosed REPORT OF RESIDENT PHYSICAL EXAMINATION (state form 032-05-007/8 rev. 1/02). This form must be completed within 30 days of the admission date to our facility. Please be reminded that we cannot accept any residents who have YES" checked on any questions on page 2 of the physical examination form.

7. Complete the enclosed REPORT OF TUBERCULOSIS SCREENING EVALUATION (state form 032-05-419 rev. 8/99). This form is an attachment to the above physical examination form and resides on the last page of the physical exam form. A TB screen is considered current if performed within 6 months of the admission date. Further, a negative chest x-ray performed within 12 months of the admission date is acceptable.

8. Complete the Omnicare, INC. (admission record & acknowledgement) form.

9. Complete the enclosed RESIDENT – PERSONAL/SOCIAL DATA form (State form 032-05-006/4 rev. 1/02).

10. A check for \$40 per night, if the admission date is from the 2nd of the month, until the last day of the month. For example, if the admission date is on the 10th of April, then a check for \$840 (21 x \$40) is required. If the admission date is the 1st of the month, \$1,122 is due at the time of admissions.

11. Please be reminded that we must become representative payee for any auxiliary grant resident admitted to our facility unless the resident has a court-appointed representative payee.

12. If a DNR (do not resuscitate) order exists for the resident, the original document must accompany the resident at time of admission.

13. Additional documents required at admissions interview:

- a) A form of picture identification
- b) A copy of social security card
- c) A form of citizenship verification
- d) A copy of Medicare and Medicaid cards
- e) A copy of birth certificate or passport

14. Residents with guardians. If the resident has a guardian, three additional documents are required. These are:

- a) A copy of the original document assigning the guardian to the resident
- b) A completed and signed "Authorization to use and exchange information" form
- c) A completed and signed "Guardian Consent Form"

To assist you in the completion and tracking of documents forwarded to us, utilize the convenient "Admissions Form Checklist" found on the right-hand side of our website, <http://www.themadisonalf.com>.

If additional admission requirement forms are needed, please visit our website at <http://themadisonalf.com>. Forms are located on the right side of each web page. Also, our contact information is provided on the "Contact Us" page.