

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 accompany any new residents to the admission interview at The Madison:

1. A completed Uniform Assessment Instrument. There two different forms, one for public pay and one for private pay. If the resident is “public pay”, Medicaid qualified, section 5 below must be completed. Further, please review item # 10 below.
2. A completed DMAS 96 form.
3. A completed physician’s medication order. Complete the enclosed physician’s medication order form. Fax to Williamson’s Pharmacy @ 1-800-664-0370 and to The Madison @ 1-540-518-9041. Then, bring the original with the resident to our admissions interview. Please be reminded that we neither accept nor administer medications brought to our facility by or with the resident. The pharmacy’s contact information is: Williamson’s Pharmacy, 1776 South Main Street, Harrisonburg, VA 22801. Their telephone number is 1-800-333-8227.

If the resident requires mental health services, Virginia regulation requires the residents 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 Physicians 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 physicians 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.

4. Complete the Documentation of Physician's Oral Order for PRN (as needed) Medication form. This form should also be faxed to the pharmacy and to The Madison. The original should be brought to the admissions interview.

5. Complete the Acknowledgement of Financial Responsibility form. Fax this form to The Madison and the pharmacy with the physician's medication orders and PRN form and bring to the interview.

6. Complete the auxiliary grant information below:

Has the auxiliary grant been applied for and approved ___ Yes ___ No

If no, explain: _____

What is the county originating the grant? _____

Who is the contact person (eligibility worker)? _____

Telephone # _____ Ext. _____ Fax # _____

Auxiliary grant payments should be sent to:

The Madison
120 Caroline Street
Orange, VA 22960

7. 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 can not accept any residents who have "YES" checked on any questions on page 2 of the physical examination form.

8. 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.

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

10. Bring to the interview a check for the first month's rent unless other arrangements have been made.

11. Please be reminded that we must become representative payee for any

auxiliary grant resident admitted to our facility.

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

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

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.