



## Checklist for Admissions

**Residency Application:** The purpose of the Residency Application is to provide general information about a resident. Please note that although the Residency Application has a place to write in the Medicare Number and the Social Security Number, we will still need copies of these cards for our records. Also note that the Power of Attorney information should be accompanied by additional documentation. The Residency Application should be returned to us at your earliest convenience.

**Financial Application:** The financial application is worksheet which allows residents and loved ones to have an accurate projection of income during her stay with us. The financial application should be returned with the Residency Application.

**Pharmacy Billing:** Walnut Hill Pharmacy is the pharmacy that assists us with medication management. A resident can use any pharmacy, however ultimately her medications will need to pass through Walnut Hill before they come to us. This item should be taken directly to Walnut Hill Pharmacy. Please see “additional items” for information on prescriptions and over the counter medication.

**Report of Physical Examination:** The history and physical is a three part form: the physical examination form, tuberculosis screening form, and the fall risk assessment. All three of these must be completed and signed by her doctor prior to her admittance to Petersburg Home for Ladies. The Physical Examination is good for 30 days. Please plan the physical accordingly.

**Residency Contract/Respite Care Contract:** The Contract will be provided to you ahead of time for your review. We ask you to bring this contract to the contract signing.

**Additional Items:** To place a resident into our Medication Management system we will need to be provided with hard copy prescriptions for any and all items she will receive. This would include items such as vitamins or supplements like Ensure. During the physical examination please have the doctor provide a resident with anything she might need beyond prescriptions. Please note that we will need a doctors’ order for over the counter medications in order for our staff to administer over the counter medications.

Please feel free to reach out to us any time. We are here to support you and your family!

Administrator Jessica Hancock: [Jessica@petersburghomeforladies.org](mailto:Jessica@petersburghomeforladies.org)

Assistant Administrator Tim Brinkley: [Tim@petersburghomeforladies.org](mailto:Tim@petersburghomeforladies.org)