



## **ADMISSIONS PROCESS**

At Autumn Fields Assisted Living Communities we strive to make the admission process simple and stress-free as possible. Our admissions process is outlined below, along with the information and documents we need from you.

## **APPLICATION/ASSESSMENT**

Call us at 888.415.4427 to set up an appointment with our Director of Healthcare Services. At this meeting, we will complete a comprehensive assessment to determine if we can appropriately meet your needs. Prior to your appointment, please complete the following forms and bring them along to your appointment:

- Residency Application
- Initial Health Assessment (This form should be completed by your primary physician.)
- Reservation Agreement and Fee (These forms can be found on our web site [www.autumnfields.com](http://www.autumnfields.com) or we can send them to you.)

## **ADMISSION DOCUMENTS**

Once it has been determined that we can appropriately meet your needs, you will need to complete and review the following items with Autumn Fields Administrator and/or Director of Healthcare Services:

- Lease and Resident Services Agreement
- Consent and Release of Medical Information Form
- Emergency Contact Information Form
- Individual Care Plan
- Risk Agreement
- Resuscitation/Hospitalization Status Memo
- Resident Handbook

You will also need to submit the following items for our file:

- Copy of Recent Tuberculosis Skin Test Results (TB test can also be given by our RN.)
- Copies of Power of Attorney Documents (Healthcare and Finance)
- Copies of Insurance Cards (Medicare, Medicaid, Private Insurance, AARP, etc.)

## **MOVING IN**

Moving day can be an exciting and stressful time for everyone. The staff at Autumn Fields will be there to help make this transition as easy as possible. Please be sure to bring the following items:

- First Month's Rent
- All the admission paperwork and insurance cards

Autumn Fields will not consider residents who demonstrate or require the following:

- Mental, physical, psychiatric or social needs that are not compatible with Autumn Fields staff, residents, policies and procedures.
- Destructive behavior of property or self, or physically or mentally abusive to others which cannot be controlled.
- 24-hour supervision by an RN or LPN.
- Chronic personal care needs that cannot be met by Autumn Fields.
- Confined to bed by illness or infirmities.