

Admissions Process Checklist

Dear New Resident and Family:

We are excited and looking forward to you becoming a part of our family at Community Village. To make admission day a pleasant experience for all involved, please note the following:

1. Items below must be submitted to our office PRIOR to the day of admission. Feel free to call the office with any question (989.792.5442):

- Application for Admission (completed and signed). Please include all doctors, their addresses, phone numbers, and all current insurance information
- Physicians Form and Current Chest X-Ray Report (less than 90 days)
- Written prescriptions for all medications resident is taking (Community Village cannot dispense any medications to residents without the written prescriptions)
- Furniture Notification: let office personnel know what furniture you will be bringing so our maintenance department can make the necessary changes to the room

2. On or before the day of admission, please bring the following:

- Insurance cards
- All medications currently taking in the original bottles
- Personal items including clothing, toiletries, etc.
- Rent payment as quoted by Finance Department
- POA or Guardianship papers (we'll copy these and add them to your file)
- Advance Directives (instructions as to life support)
- Copy of Drivers License or Michigan ID
- Copy of Birth Certificate
- Make sure all clothing that you bring is labeled with resident's name or initials