



## 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
- ☐ Physician's Form and Current Screening for Tuberculosis and COVID. Must state "no active disease process or no active TB and a negative COVID test 24 hours prior to admission.
- ☐ 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
- ☐ Copy of vaccination card
- ☐ Make sure all clothing that you bring is labeled with resident's name or initials