



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, Healthcare Appraisal (signed by Dr., NP, or PA).
- Current chest x-ray (within the last 12 months) Screening for Tuberculosis. Must state "no active disease process or no active TB."
- Written prescriptions for all medications the resident is taking (Community Village cannot dispense any medications to residents without the written prescriptions). Doctor office can fax to KLTC pharmacy at 269-388-4870 or ecribe.
- Furniture Notification: let office personnel know what furniture you will be bringing so our maintenance department can make the necessary changes to the room.
- A few days of clothing or any other items that the resident will want on the day of admission. Everything must be heat treated to ensure prevention of bed bug infestation.

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 or Birth certificate
- Make sure all clothing that you bring is labeled with resident's name or initials