

JOHN GEORGE HOME, INC

1501 EAST GANSON STREET ♦ JACKSON, MICHIGAN 49202
517.783.4134 ♦ 517.783.0872 FAX

ADMISSION POLICY & PROCEDURE

POLICY

It is the policy of the John George Home to admit only those residents whose physical, mental, and communicative levels of functioning meet the requirements set for Home for the Aged. This includes, but is not limited to:

- Ambulatory with or without device
- ♦ Continent or self-managing
- ♦ Able to understand and follow directions
- ♦ Able to feed self
- ♦ Able to maintain personal hygiene with minimal assistance for bathing and dressing, although may need some prompting
- ♦ 60 years of age or older

PROCEDURE

Our admission policy applies to all residents admitted to the Home without regard to race, color, creed, national origin, religion, handicap, ancestry, marital status, payment source, or veteran status.

1. **ALL** prospective residents will be asked to have their attending physician provide a complete written history and physical, including his mental status, a current list of medications, and diagnosis(es).
2. **ALL** prospective residents will be interviewed and assessed by the Resident Care Manager to ensure that the resident's needs are within our level of care. The Home shall not accept an individual seeking admission unless the individual's needs can be adequately and appropriately met within the scope of the Home's program statement.
3. **UPON** admission, all approved residents will have a service plan prepared by the Home in cooperation with the resident and the resident's authorized representative that documents the individual's needs and that identifies the specific care and maintenance, services, and resident well-being and the methods of providing the care and services while taking into account the preferences and competency of the resident.
4. **ALL** approved residents and/or the resident's authorized representative will complete a resident information form, complete an admission contract, and pay the first month's rent or a prorated amount if admitted after the first of the month.
5. **ALL** new residents will receive a copy of the Bill of Rights and sign a receipt for it.
6. **ALL** new residents will complete the Designation of Patient Advocate form or a Physicians Orders for Life-Sustaining Treatment (POLST) form that will be kept in the resident's individual file.
7. **UPON** admission all new residents will provide proof of a TB tine test and/or TB screening which consists of an intradermal skin test, chest x-ray, or other methods recommended by the local health authority, completed within the previous 12 months before admission. The Home will provide one annually thereafter.
8. **THE** Home shall require an individual who, at the time of admission, is under the care of a licensed health care professional for ongoing treatment or prescription medications that require the Home's intervention or oversight, to provide a written statement from that licensed health care professional completed within the 90 day period before the individual's admission to the Home. The statement shall list treatment(s) or medications for the purpose of developing and implementing the resident's service plan. If this statement is not available at the time of an emergency admission, then the Home shall require that the statement be obtained not later than 30 days after admission.
9. **All residents** will have a criminal background check prior to admission. The John George Home is located in a safety zone which does not allow any registered sex offender to reside in a safety zone.