Resident Admission Checklist

RCC

Resident Name: ________________________________________________________________

Apt. #:_____________________  Move In Date:_______________________________________

Always keep five (5) charts organized and ready for admission

PRIOR TO ADMISSION

☐ Assure Physicians Orders, History & Physical Received

☐ Create Chart w/Resident name label on chart, and set up, as referenced in the Ageia Resident Records/Documentation Policy

☐ Pharmacy notified, medications ordered

☐ Review Pre Move-In Evaluation and/or Service Plan and Physicians Orders to determine any equipment and/or supply needs (i.e.: oxygen, shower chair, etc.)

BY END OF FIRST DAY OF MOVE-IN

☐ Fill out/complete MAR

☐ Take resident picture for MAR face sheet

☐ Greet Resident & family; establish immediate needs, etc.

☐ Add Resident to shower/laundry/trash schedule, as per move-in evaluation/service plan & communicate schedule to resident.

☐ Place resident on new move-in Alert Charting

☐ Verify resident has signed code status (POLST). If not, explain until received, resident will be considered “Full Code”.

☐ Mail POLST to MD, if resident does not have physician signed POLST.

☐ Add Resident to shift caregiver task sheets, as applicable

__________________________________________________________________________

RCC Signature ____________________________ Date ____________________________