

# Intake Screening Checklist

Robbinswood Assisted Living Community, Northcrest Campus



**Before considering a resident for placement we need the following:**

**STEP 1**

**From your Primary Care Physician:**

- Completed "History & Physical" Examination (within the last 90 days)
- Chest X-Ray within the last year
- List of Current Medications
- Therapeutic or Special Diet Orders if Applicable - Please see Attached Diets we Offer
- Most recent mental health treatment documentation, is available
- Flu Shot Record

**From Current Facility (if applicable):**

- Most recent 30 days of Nursing, Therapy, Observation Notes & Hospice Notes (if applicable)
- Face Sheet
- Medical Treatment Decisions
- Probate Court documents for Legal Guardianships or Power of Attorney documentation, Health Care DPOA., etc.

**Completed Robbinswood Northcrest Admission Application**

**Please bring the following documents with you for the assesment/ intake appointment:**

\*\*\* at least 48 hours prior to requested admission date \*\*\*

**STEP 2**

- 2 Laboratory Negative P.C.R results for Covid-19
- Completed Pre-Admission Packet
- Social Security Card
- Other Commercial Insurance Card
- Medicaid Card (if applicable)
- Driver's License (expired is acceptable) or Photo ID
- Medicare Card
- Probate Court documents for Legal Guardianship or Power of Attorney documentation, Health Care DPOA, etc.

**Required Prescriptions from P.C.P. or Current Facility:**

(by NOON on the day prior to requested admission date):

**STEP 3**

Written Prescriptions (or E-Scribed) (including: Over the Counter Meds)

Required Fields: Med, Strength, Frequency, Quantity & Refills  
Via Fax or Phone to TruCare LTC (Guardian) Pharmacy in Grand Rapids  
Phone: 616.965.7480  
Fax: 616.974.8205

**Carbon Copies faxed to Kallie at 231.744.2448 will speed up our ability to confirm an admission date**