



An overview of the admissions process:

1. Starts with a preliminary evaluation to determine if they are our level of care
To do this evaluation we do need some medical records:
 - Current diagnosis
 - Current medication list
 - Notes from the most recent doctor's visit
 - 3 days of nursing notes (if applicable)
 - Notes from any OT and/or PT (if currently receiving these services)
 - Face Sheet – name, address, phone number, email address, insurance information, Medicare number, Medicaid Number, income information
2. Screening interview
3. The application and associated documents, along with copies of IDs, insurance cards, bank statements/proof of income, financial statements, signed medication list, Covid vaccination information*, copy of POA and/or HCP if applicable
4. Financial approval
5. Medical approval
6. Prescriptions sent to pharmacy and to Hilton East, must happen.
7. Move-in day

1 and 2 must be done in this order, but 3 can be started first second or third, but must be completed before 4 or 5 can begin.

I can get 4 or 5 in either order, but I prefer to get the financial approval first so everyone has a firm grasp on that as soon as possible.

6 and 7 need to go in this order