



Admissions Manual Summary

The Legal Liability Hinges on the Admission Process. If you get sued, the most important document, which will be used in court, will most likely be the **admission agreement**, and related admission papers. This manual was designed to teach the admission coordinator to properly interview, screen and evaluate all potential residents. It was also designed to help the facility better define the services they provide, therefore making sure the consumer is fully aware of the services that will and will not be provided.

The **biggest liability problem facing the industry today** are facilities that don't follow proper admission procedures, and often take residents they cannot properly care for. These facilities cost us all in the long run by driving up our insurance costs to cover their mistakes. Every facility needs to have all-inclusive admission policies and procedures that are easy to follow and well organized. These policies specify what type of resident is cared for and what type of care the facility will provide.

This Admission system contains many practical solutions, and designed systems to make sure all the proper admission processes are handled right. With admissions you only get one chance to do it right, and that is the first time. The **Levels of Care form clearly sets up an excellent and logical system for defining the care** and charging for the services rendered. This system helps you get paid for the work-care service provided.

Duties Covered	Training Programs Covered
<ul style="list-style-type: none"> • Due Diligence for Admissions • Resident Records • Assessment Responsibility • Resident's Rights 	<ul style="list-style-type: none"> • Admission Coordinator Training • Resident Records Training • Follow Up Training • Resident Orientation

Features & Benefits

- The A to Z Admission Process
- Levels of Care System
- Discharges and Evictions
- Duty of Care
- Respite Care
- Tons of Assessments
- Care Service Manual
- Resident Handbook of House Rules
- Admission Staff Training
- Admission Forms
- Admission Policies & Procedures
- Resident Records

Added Benefits include:

- Assists in **proof of compliance** to laws and regulations
- Reduces Liability Exposure

- Helps in understanding the legal aspects of the business, and contractual agreements.
- Proof of compliance to laws and regulations
- Better defined Responsibilities

User End Set-Up:

The Manual is used by the Admission Coordinator to manage the Admission Program

Binders in Set: **1** - Admission Management Manual

Amount of Forms: Approx. total page count:

ProvidersWeb's Mission

Our mission is to supply easy to use management tools, and step-by-step processes, which meet safety and quality standards for most of the care providers across the country.

Updates

Our wonderful ProvidersWeb staff keeps adding to and refining this manual as we see the standards & needs for the industry change. To get downloadable access to the latest versions of all of our policies, procedures, forms, from all of our manuals become a Supporting Member of www.ProvidersWeb.com. If you would like to be a special contributor and want to share additional ideas that would benefit all, please let us know.

Special Note

Admission is the most important area liability-wise, in your business, and should not be done haphazardly. **Sample Admission Agreement included.** You can greatly reduce your chances of being sued if you perform the admission process correctly. This manual guides you through the admissions process confidently.

The primary objective of this book is to help providers develop a *systems approach* to admissions. This approach will ensure that *both* the resident and the facility needs are being met. The admission process is laborious. It is important to have well-developed policies and procedures to make sure the important admission aspects are covered and only residents who the facility can properly care for are admitted.

Check State Laws and Regulations, Not one size fits all.

This Manual is a basic, yet, comprehensive starting place. This product is not a one size fits all; rather a one size fits most. We cannot provide a manual that will meet the needs of every individual resident out there living in a care facility. It is the duty of the care giver(s) to find out needs and follow standard training and quality care and service procedures needed for their specific residents/clients.

We do base our standards slightly higher than most states regulatory requirements; however, it is the duty of the user to become familiar with their state laws and regulations. www.ProvidersWeb.com has free access to all the state links & regulations care facilities commonly need, and Basic Membership is Free. Be sure to read and utilize your state laws and regulations.
