

**POLICY AND PROCEDURE**

**CATEGORY:**  
Administration

**SUBJECT:**  
Resident Admission Agreement

**SECTION:**  
R  
**POLICY:**  
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**DATE:**  
September, 2004

**Signature:** \_\_\_\_\_

ADMINISTRATOR

**REVISION DATE:** September, 2010, May, 2012

**RESIDENT ADMISSION AGREEMENT**

**POLICY:**

There shall be a facility-specific written admission agreement in place to delineate the accommodation, care, services, programs, and goods that will be provided to the resident and, the obligations of the resident with respect to their responsibilities and payment for service.

**PROCEDURE:**

- Residents and/or their family representatives shall receive an Admission Information Package in advance of the admission process at the Leamington Mennonite Home.
- On the resident admission day, the Financial Agreements, including the Accommodation Agreement and Purchase of Service Agreement shall be completed by the resident and/or family representative with the assistance of the Chief Financial Officer.
- The Medical and Personal Care Forms shall be completed on admission day by the resident and/or resident family representative with the assistance of the Registered Staff member assigned to the resident admission.
- The signed agreements shall be placed in the resident's file located in the Administration Office with a copy provided to the resident and/or resident representative.
- The Medical and Personal Care Forms shall be placed in the resident's chart located in the Resident Home Area.
- The Admission Information Package together with Financial and Medical/Personal Care Forms shall be reviewed annually with consultation with the Resident and Family Councils.