

**Company Name**  
**New Admission Packet**

**Patient Name:**

**MR#**

**Admission Packet**

Initials

	Welcome page / Hours of Operation
	Admission Criteria
	Rights / Responsibilities of Client / Grievances
	Complaints and Grievances
	HIPAA
	Medicaid
	Abuse, Neglect, Exploitation, Drug Testing Policy
	Advance Directive Information
	Infection Control
	Family Disaster Plan
	Emergency Numbers
	Home Safety
	Plan and Get Ready
	Emergency Information
	Fee Schedule
	Payment of Services
	Service Plan Supervision
	Consent & Verification of Receipt of Information (duplicate)
	Emergency Preparedness/ Disaster Plan (duplicate)
n/a	Personal Care Assessment (Must Insert)
n/a	Medication Profile
n/a	Communication Sheet
n/a	Vital Signs Record
n/a	Client Calendar
n/a	PCA Service Plan (Must Insert)

My initials above indicated that I have received the information listed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Company Name**  
**New Admission Packet**

**Patient Name:**

**MR#**

**Welcome Letter and Hours of Operation**

Thank you for choosing Company Name for your personal assistance needs. The purpose of this packet is to inform you of your care needs, client rights and responsibilities, along with valuable information concerning personal care services.

Our mission is to build trusting relationships with clients, families, physicians, and all others devoted to client care in the home.

Working as a team we wish to provide you with quality personal assistance services in order to serve your needs. Together we can help you reach your maximum potential.

We work hard to employ and consult with caring and qualified personnel. Our job is to provide you with a comprehensive and thorough evaluation of the services you will require and follow that evaluation with services tailored to your personal needs.

**Company Name is located at:**

Company Address  
Company City, State Zip

**Hours of Operation: 9:00 am to 5:00 pm Monday thru Friday.**  
**A member of our staff is available 24 hours a day, 7 days a week via telephone at**  
**555-555-5555**