

# **Admission check list/ Opname kontrole lys**

**Hand out before admission for completion 1,2,3,4,5,6**

Oorhandig vir voltooiing voor opname 1,2,3,4,5,6

- 1 Welcome letter
- 2 Service level agreement document
- 3 ORANGE card with information of resident
- 4 Code of conduct
- 5 Declaration of the rights of elderly
- 6 Medical report completed by doctor

**TO BE COMPLETED ON ADMISSION:**

- 7 Assessment form
- 8 Inventory list
- 9 Stock control of clothes

Receive back on admission 2,3 and 6, complete with family 7 and 8. Make sure you get the following:

11. I.D. copies of resident and responsible persons
- 10 Copy of Medical fund card if applicable
- 11 A prescription valid for six months of all meds
- 12 Inventory of all marked personal items including furniture

**Make sure that contract is correctly completed every page must be initialled and contract signed.**

