

Application Instructions:

Application for residence: We will need proof of income. This can come from a social security/pension statement or Bank statement showing deposits made.

Resident data: This information is very important. In the event that one of our residents leaves Sycamores Terrace by ambulance, this form would go with them. It gives the EMT's, and emergency room physicians information regarding who their doctors are and which hospital they prefer. We will need a copy of the insurance cards.

Sycamores Terrace Authorization for Release of medical information: We need permission from the resident to receive and disclose medical information for coordination of care.

Doctor's Evaluation- Medical Questionnaire (2 pgs)

The Primary Care Physician needs to fill this out. He/she can fax it to me at (615)254-6807. Some doctors like to have their patient to come in to the office before they will fill it out. On the 2nd page of the questionnaire, at the bottom is physician recommendation. If she is independent but needs medication monitoring he may want to mark can live independently with some services... otherwise can live independently without services will be ok.

POST form (2 pgs)

This form is the Physician Order for Scope of Treatment. This form was implemented to improve a mechanism to communicate patients' preferences for end of life treatment across treatment settings. This gives us a clear understanding of what the resident's wishes are. The PCP will also need to sign this and may want to keep a copy for his office.

Healthcare Pharmacy Services (2 pgs)

We get the residents medications from healthcare pharmacy. They deliver to Sycamores Terrace which can eliminate trips to the pharmacy.

Verification of notification of:

This is a checklist, a reminder that if the resident has a POA or Living Will, we need a copy of it.

I hope that I have made your application process easier. Please call me if you have any questions!

With Warm Blessings,

Marion Mayo
Admin. Marketing Assistant
Sycamores Terrace Retirement Community
(615)242-2412
www.sycamoresterrace.com