
Admissions Checklist

Please bring the following items and information with you on the day of admission:

- Ontario Health Card: This will usually be retained by the Sun Parlor Home for easy access for medical visits, emergencies, etc. The resident/family must complete an address change with Service Ontario. At expiry or card loss, the resident and family are required to contact Service Ontario.
- Social Insurance Card: This will be copied and the original returned to you.
- Birth Certificate and/or Citizenship documentation: This will be copied and the original returned to you.
- Powers of attorney (personal care, property), living will, advance health care directives: These will be copied and the originals returned to you.
- Funeral arrangement agreement/contract: This will be copied and the original returned to you.
- Revenue Canada Notice of Assessment for the latest taxation year: This is required for residents who enter into a contract for basic/ward accommodation.
- Blank cheques to void for direct payment.
- Cheques for depositing funds to trust account.
- Flu and pneumovax shot history, tetanus and tuberculosis (T.B.) test history.
- Private insurance information or Veteran Affairs Canada information.
- A favourite photo of the resident moving into the Sun Parlor Home.

Also, please note the following:

- Return Sun Parlor Home Questionnaire prior to or on the day of admission.
- Clothing and personal items may be brought in prior to admission day.
- Admission is scheduled for approximately 10 to 10:30 a.m.
- Transportation to the Sun Parlor Home is the responsibility of the client/family and should be coordinated between the Home, family and other agencies, such as the hospital.
- A Medication Administration Record (MAR) from a previous Home, or a list of currently prescribed medications from a

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- pharmacy, or original medication containers from the pharmacy is required.
- Clients coming from hospital or other Homes must arrive with transfer papers.
 - Provide information regarding personal equipment owned, e.g. a walker, wheelchair, etc., or equipment needed but not yet purchased.
 - Any significant change in a person's condition prior to admission or any issue that will delay admission must be communicated immediately to the Manager of Resident Services and Clinical Practice.
 - The resident and/or power of attorney/substitute decision maker will be required to complete admission paperwork on the day of admission or very soon after admission.
 - Further financial information will be discussed upon admission if issues arise.
 - Applicants with a spouse in the community (or in some cases a spouse that is also being admitted) should apply to Service Canada for involuntary separation on medical grounds, so that their pensions may cover the cost of care. Applicants with high income may not need to apply. Service Canada: 1-800-277-9914
 - Applicants who are not capable of managing their own affairs and have NO power of attorney in place should consider having a family member apply to become trustee of pensions via Service Canada. This can be requested at the same time when applying for involuntary separation through Service Canada: 1-800-277-9914