

Please feel free to use this document as reference to where you are in the application process. Should you have any questions, please feel free to contact Susan Berryhill, Admissions Coordinator at 804.237.6795.

Application Process Step-by-Step:

- Once the Admissions Coordinator has determined the applicant meets the criteria & desires admission to the Home, an Application Packet is provided for:
 - Village*
 - B-Wing Apartment*
 - C-Wing or D-Wing Suites*
 - Paying or
 - Cornerstone
- Gather the appropriate financial documents and submit the medical release form to your primary care physician.
- Return all financial information to Admissions Coordinator. The medical information must also be received from the primary care physician before the application can be disbursed to the appropriate departments.
- If the Finance Department requires any additional documents or clarification, they will either reach out to the Admissions Coordinator or contact applicant directly.
- The Social Worker(s) will contact applicant directly to schedule the medical assessment(s) which determine the level of care. Independent Living applicants typically have one assessment which is completed at the Masonic Home. All other applicants have two assessments, the first is done at applicant's home; the second is completed at the Masonic Home.
- Once the assessment(s) have been completed and the financial information reviewed, the application is presented to the Board of Governors who typically meet the second Wednesday of each month.
- If applicant(s) are approved, the Admissions Coordinator will place a call to applicant within one – two business days of the Board meeting and an Acceptance Package will be mailed to the approved applicant. This packet contains various documents to be completed, among them being a Physical and TB form which must be completed by applicant's primary care physician **no sooner** than 30 days before admission/move-in date. The Financial settlement package is obtained from Finance and included.

- Before applicant moves in, a Settlement date is scheduled. Settlement is where any outstanding documents are finalized and the entrance fee is paid (Paying applicants) or a percentage of assets is turned over to the Home (Cornerstone applicants). Settlement typically takes place a week or two before the Admission/Move-In. A Settlement checklist will be sent to applicant after the Settlement date has been scheduled with specific items to bring on their scheduled date.

The area of the Home the applicant has been approved for will determine the various staff members to be seen:

Cornerstone applicants (Main Home):

- Nursing Station
- Admissions Coordinator
- Resident Benefits Coordinator
- Finance
- Social Worker

Paying applicants (Main Home):

- Nursing Station
- Admissions Coordinator
- Finance
- Social Worker

Paying Applicants (Village):

- Admissions Coordinator
- Social Worker

- After Settlement, the applicant just has to wait for their scheduled Admission/Move-In Date. At this point, all documents should have been signed and the Physical and TB screening forms completed and faxed or hand delivered to the Admissions Coordinator. A Frequently Asked Questions document will have been provided in the Acceptance Packet that you may refer to for items allowed to bring to your new home.
- On Admission/Move-In day, **ALL** applicants (Main Home and Village) meet briefly with the Admissions Coordinator. Main Home applicants will also meet with the Nursing Station.

***Admissions Coordinator obtains the appropriate reservation agreements, deposit and real estate disclosure**

4 June 2019