



Short of Long Term Residence Application Check List

We understand that the process of applying to a care facility can be a challenging time for individuals and families. We're committed to helping in the process as much as we can. If you have any questions regarding the admissions process, please call us at: **508-862-1951**

Step 1 – Application

To apply for admission to short or long term care at Windemere, please complete and submit the enclosed Admission Application. We ask that you provide all of the information requested, including the financial information, and print clearly. Once your Admission Application has been received, the assessment can begin.

To help us expedite the admission process, please include the following with your Admission Application:

- *Four Authorizations forms signed by the Applicant or Durable Power of Attorney (we will gather the applicant's medical Records).*
- *Copies of health insurance cards (both sides)*
- *Copy of Durable Power of Attorney (if applicable)*
- *Copy of Health Care Proxy or Living Will (if applicable)*
- *Copy of Guardianship Decree (if applicable)*
- *Financial Guaranty*
- *Medical Release Form*
- *Media Consent Form*

Please send your application for Admission and the materials listed above to:

Windemere Admissions
P.O. Box 1747
Oak Bluffs, MA 02557

Step 2 – Assessment

Once we have received your completed Admission Application, we will contact you and arrange for a meeting with the applicant, as well as his or her family and social worker. During this meeting, the social worker will complete an assessment of the applicant's current and projected care needs. If the applicant lives off-island, alternate arrangement for the assessment will be discussed.



Step 3 – Admission

Once the assessment is completed, you will be tentatively approved for admission by the interdisciplinary team and business office and will be *pending* bed availability. Please keep in mind that there is a high demand for the quality of care provided at the Center and that we operate at close to maximum occupancy throughout the year. As such, there may be a period of time before admission is possible. This period of time can vary greatly depending on bed availability and the level of care required, however we will do everything we can to advance the process.

When a space does become available, the admissions office will contact you. It is expected that the applicant will be admitted within a few weekdays of the offer for admission. If this is not possible, the applicant or family may choose to pay the current daily rate to hold the bed until the applicant is ready for admission.

Once again, thank you for your interest.

Sincerely,

Dorothy Soquist

Dorothy K. Soquist, MSW, LICSW
Director of Social Services and Admissions
508-862-1951