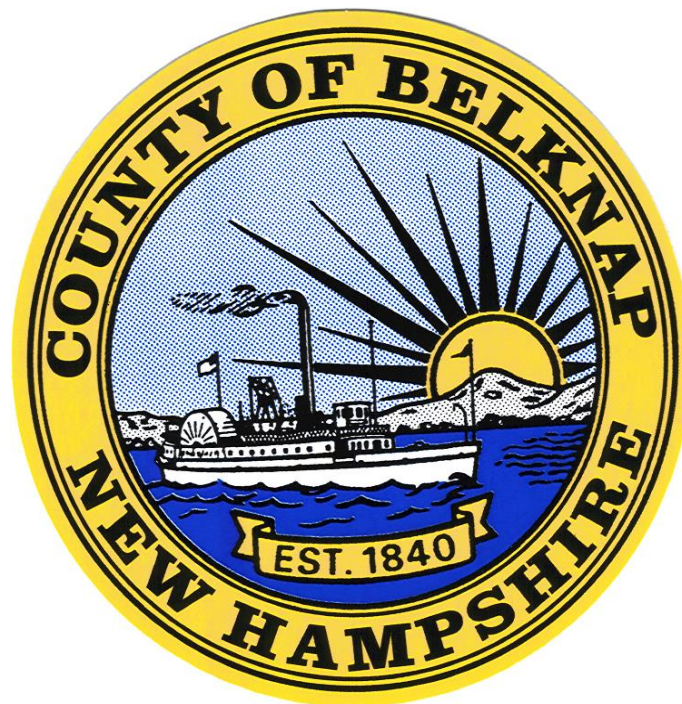


Belknap County Nursing Home
Pre-Admission Packet



Our Home

Belknap County Nursing Home is a 94-bed, healthcare facility offering skilled and long-term nursing care. It is our goal to ensure that quality; individualized, supportive, and rehabilitative care is available to the residents of Belknap County. We strive to promote and enhance quality of life by providing a safe, caring, homelike environment that provides individuals opportunities to maximize their physical and personal well-being. We respect and promote individual choice and dignity.

Belknap County Nursing Home's mission is to care for our residents as ourselves, with compassion, dignity, and respect. We achieve this through our experienced, competent, and caring staff including licensed personnel: our Administrator, Director of Nursing, Dietitian, Therapy Professionals and Nursing Staff. In addition, we have a full time Activity Director and Social Services Director. We provide 24-hour Nursing Services, Housekeeping, Laundry and Maintenance. Our Reception Area Office is available for resident trust fund needs and visitor/family meal tickets, etc. Sunday through Saturday from 8am -8pm. Appropriate signage will be posted when Reception Area Office will be closed.

Meet our Medical Director:

THEORIA MEDICAL SERVICES

In addition, Belknap County Nursing Home offers the following services available onsite:

- ★ Physical Therapy, Occupational Therapy and Speech Therapy
- ★ Dental Care
- ★ Integrated Healthcare: Optometry, Podiatry and Audiology
- ★ Psychiatric & Psychological Health
- ★ Dermatology Care and Treatment

Accommodations

Belknap County offers private and semi-private rooms with garden views. Each resident has a sink/vanity area, a wardrobe and dresser. All rooms are equipped with emergency call systems, are cable and telephone ready. We encourage residents to individualize their rooms with favorite cherished personal items.

Residents are encouraged to bring personal items such as pictures, plants, TV (maximum size is 32" flat screen), lamp, afghan, etc. to be used as space permits. Sorry, we discourage the use of rising recliners, rocking chairs or gliders. We provide recliner chair guidance and helpful tips prior to admission.

Due to space limitations and safety concerns, residents are limited to one major piece of personal furniture.

Each resident is provided with:

- ★ Public Wi-Fi availability
- ★ Comfortable electric multi-positioning bed, bed linens, blanket, and pillow
- ★ Cabinet for storage of personal items
- ★ Over bed table
- ★ Closet
- ★ Folding Chair
- ★ Phone Jack
- ★ Cable Outlet
- ★ Signal call light to request assistance from staff anytime during the day or night
- ★ Bathroom between each room
- ★ Vanity area with sink
- ★ Sink light
- ★ Bulletin board
- ★ Over bed light
- ★ Window view with shelf

Clothing and Valuables

You are encouraged to have at least a 7-day supply of clothing. Upon admission it may be necessary to have an overnight bag with pajamas and a change of clothes for the following morning, as clothes may not be back from laundry until the following day.

It is recommended that in order to maximize space, only seasonal clothing is kept in rooms. Off-season clothing can be stored with family. We ask that all clothing be marked when brought into the facility. Our laundry department will also label the inside of your clothing to help ensure that it is returned to you after laundering. Fabrics must be machine washable and dryable. Any fabrics that require special attention or dry cleaning will be your responsibility.

It is strongly recommended that your money be kept in the Residents Trust Account. Jewelry and other valuables should be given to your family for safekeeping. However, each room has a locked cabinet.

Personal Care Supplies

You will be provided with personal hygiene supplies. These supplies include shampoo, soap, deodorant, dental care items, lotion, protective clothing garments and incontinence products, if indicated. Should you prefer not to use these items, you are free to purchase a product that you are more comfortable with. The cost of purchasing these items will be your responsibility.

The Activities Department and Social Service Director are available for residents, to assist them with personal shopping needs.

Appliances

The Maintenance staff must check all electrical equipment brought into your room before it is put into use so that we can ensure that it meets safety codes.

No extension cords are permitted in the facility. Please remember to label all personal equipment.

Mail

Mail will be delivered to your room Monday – Saturday. You may have your mail opened and read to you should you require this service.

Outgoing mail may be dropped off at the Reception Office or Nurses Station. Mail is picked up daily except Sunday.

Greeting cards are available at no charge through the Activities Department.

Stamps can be purchased in the Activities Department.

Our mailing address is:

Belknap County Nursing Home
30 County Drive
Laconia, NH 03246

Telephones

A Cordless telephone is available on each unit for resident use.

Telephone jacks are already installed in every resident room. If you would like to have a phone in your room the procedure is as follows:

- ★ Purchase of the telephone and monthly billing is resident responsibility.
- ★ The initial installation is your responsibility. When you call the phone company, they will ask:
 - Your name and address
 - If there has ever been a phone in your room
 - Nearest resident phone, room number and phone number.

*(If it is easier for you, you can have the phone company call us for this information. **However, the initial call must come from you.**)*

Newspaper

Residents have access to a number of free papers, which are located in the Front Lobby, Main Dining Room, Activity Room and on each nursing unit. The Activity Department holds several subscriptions to magazines for resident reading enjoyment. If you wish to receive your own copies of a preferred paper, you must call the newspaper office of choice and subscribe. Please notify the Reception Office so we are aware of a

new subscription and delivery. Payment of the newspaper is your responsibility. At your request, payment can be made through your Resident Trust Account in the Billing Office.

Business Office

The Business office is available to residents, guardians and durable powers of finance between the hours of 8:00 am and 4:00 pm Monday –Friday.

Smoking and Alcohol

Belknap County Nursing Home is not a smoke free campus but remains a smoke free facility. A designated smoking area is available. Refer to ***Resident Smoking Policy*** in Admission Packet and Resident Handbook.

Belknap County Nursing Home has established and maintains safe practices to allow residents the privilege of alcoholic beverages. Refer to the ***Resident Alcohol Policy*** in Admission Packet and Resident Handbook.

Visitors

We encourage visits by family, friends, children of all ages (supervised) and the family pet, if well trained and has current immunizations.

Our doors are open from 8:00am – 8:00pm. Visiting hours are not limited by the nursing home, but discretion should be used by visitors and/or the resident receiving visitors as to the hours and the number of visitors.

Signing the visitor registry located in the front Reception Area is very important for safety. Please take the time to sign in and out of the facility.

You are welcome to go out for rides, meals, or home visits with family/friends as long as doing so is not medically contraindicated.

We request that you inform your Nursing Unit of your plans as soon as you make them in order for proper arrangements of meals, medications and the necessary documents are ready to take with you when you leave.

Three (3) days advanced notification is strongly encouraged to the facility if you are going to be out overnight, as your medications that must accompany you, must be ordered and prepared from the pharmacy. When you leave the facility, we ask that you notify staff appropriately and sign the Sign-out Book, located at your respective nurse's station.

Pets and Animals

All animals must be in good health to visit. They should be examined by a veterinarian and receive any necessary immunizations before being allowed in the facility. Pets should be free from apparent infectious disease and restrained (ex. leash).

A copy of the current veterinarian's examination, and immunizations shall be retained in the Activities Department. Pets shall not be permitted in areas where food is prepared, stored, or being served (exceptions made for qualified service animal).

Televisions

Resident rooms are cable ready for your personal television. Cable can be activated upon admission by notifying staff that you will be providing a television and would like cable service.

Large screen televisions are available in the facility in the front lobby area, activity room, family room and day rooms on each unit at no cost.

At your request payment may be deducted from your resident trust account each month for your in-room cable service.

For the comfort of all our residents, we encourage the use of headphones and observation of quiet time in the evening. **TV maximum size: 32" flat screen.**

Nondiscrimination Policy

As a recipient of Federal financial assistance, Belknap County Nursing Home does not exclude, deny benefits to, or otherwise discriminate against any person on the ground of race, color, or national origin, or on the basis of disability or age in admission to, participation in, or receipt of the services and benefits under any of its programs and activities, whether carried out by Belknap County Nursing Home directly or through a contractor or any other entity with which Belknap County Nursing Home arranges to carry out its program and activities.

This statement is in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Regulations of the US Department of Health and Human Services issued pursuant to these statutes at Title 45 Code of Federal Regulations Parts 80,84, and 91.

In case of questions, please contact:

Section 504 Coordinator: Human Resource Generalist
Belknap County Nursing Home
527-5410 ext. 1245

For More Information

The information above can be found in the Resident Handbook, which contains a more comprehensive view of our home, and its policies and procedures. The Resident Handbook will be provided at the time of admission.

For more information on Belknap County Nursing Home, please contact the Director of Social Services at (603) 527-5410 ext. 1223.