



RESIDENT AGREEMENT

Assisted Living with Dementia Care

SUMMARY OF IMPORTANT TERMS

Resident(s): _____ **Effective Date:** _____

_____ **Occupancy Date:** _____

_____ **Apartment No.:** _____

Apartment Address (Check One):

Mendota Manor - 659 Mulberry Lane, Mendota Heights
 Hilltop Manor - 595 Mendota Road, Mendota Heights
 Mendakota Manor - 2351 Pagel Road, Mendota Heights
 Lake Manor - 2370 Rogers Avenue, Mendota Heights

Designated Representative (Name/Contact)

Legal Representative (Name/Contact)

If Resident declines to name a Designated Representative, Resident please initial here: **Term:** Month-to-Month**Fees (Check All That Apply):****Monthly Amount:**

Private Suite Monthly Base Fee (Rent & Included Services):	<input type="checkbox"/> \$ 14,200
Shared Suites Monthly Base Fee (Rent & Included Services):	<input type="checkbox"/> \$ 11,700
Meal Plan Monthly:	<input type="checkbox"/> \$ 100
Medication Set Up Non-Preferred Pharmacy Monthly:	<input type="checkbox"/> \$ 300
Medication Set Up Thrifty White Pharmacy Monthly:	<input type="checkbox"/> Included

Total Monthly Fees: \$ _____**Monthly Fee First Due:** _____, 20_____
*Late fees may apply***One-Time Community Fee (Due on Admission):** \$1,000

[Office Use:] **Date Initial Service Plan finalized and placed in Resident file:** _____/_____/_____
Fill in date above or check here if receiving Included Services only:



1. PARTIES TO THE AGREEMENT

This Resident Agreement (the “**Agreement**”) is a contract between the Resident(s) named on the first page of the Agreement and Heart to Home Incorporated. Throughout this Agreement, the terms “**we**” and “**our**” refer to Heart to Home Incorporated and the terms “**you**” and “**your**” refer to the Resident(s) and the Designated Representative if one is named.

This Agreement describes the terms on which we will provide you with housing and services at Heart to Home Incorporated (the “**Community**”). Please read it carefully. It contains important information about our responsibilities and obligations to you, and your responsibilities and obligations to us and to other residents of the Community.

The Community is an equal opportunity provider of housing intended for and solely occupied by persons aged 65 and over in compliance with the Fair Housing Act and its implementing regulations.

2. IMPORTANT CONTACT INFORMATION

Facility (Check One): [] 659 Mulberry Lane, Mendota Heights, MN 55118. Tel 651-454-4550 [] 595 Mendota Road, Mendota Heights, MN 55118. Tel 651-994-9191 [] 2351 Pagel Road, Mendota Heights, MN 55120. Tel 651-994-2020 [] 2370 Rogers Ave, Mendota Heights, MN 55120. Tel 651-528-7883	Assisted Living Licensee: Heart to Home Incorporated 659 Mulberry Lane Mendota Heights, Minnesota 55118 Tel. 651-454-5250 Fax 651-433-7117
Person authorized to accept service of notices and orders: Joshua Cesaro-Moxley, LALD 659 Mulberry Lane Mendota Heights, MN 55118	ALDC License No. (Check One): [] 659 Mulberry Lane HFID 25756 [] 595 Mendota Road HFID 31990 [] 2351 Pagel Road HFID 26147 [] 2370 Rogers Ave HFID 33531

3. ACCOMMODATIONS

A. **Apartment.** Subject to the terms of this Agreement, you may occupy and use the apartment or suite identified on the first page of this Agreement (the “**Apartment**”).

B. **Furnishings.** Your Apartment will be provided furnished with a commode and twin hospital bed.



The parties named below have executed this Agreement as of the date indicated.

HEART TO HOME INCORPORATED

By: _____

RESIDENT

(Printed Name)

Its: _____

(Signature)

(Signature)

(Date)

Date: _____

RESIDENT'S LEGAL REPRESENTATIVE

(Printed Name)

(Signature)

(Date)

(Street Address)

(City, State, Zip)

(Phone)

(Email)

**RESIDENT'S DESIGNATED
REPRESENTATIVE**

(Printed Name)

(Signature)

(Date)

(Street Address)

(City, State, Zip)

(Phone)

CONTACT INFORMATION - Heart to Home Directory

Main Office - 651-454-5250
Mendota Manor (Ashley) - 651-454-4550 | mendota@hearttohomeinc.com
Mendakota Manor (Rane) - 651-994-2020 | mendakota@hearttohomeinc.com
Hilltop Manor (Minellie) - 651-994-9191 | hilltop@hearttohomeinc.com
Lake Manor (Abbey) - 651-528-7883 | lake@hearttohomeinc.com
Nurse Fax - 651-433-7117
Office Fax - 651-686-5295
General Email - team@hearttohomeinc.com

Administrator / Co Owner

Josh Cesaro-Moxley, LALD (Primary Licensed Assisted Living Director)
651-485-8738 (cell) (Available 24/7 in Emergency)
josh@hearttohomeinc.com

Resource Nurse, CNS

Misty Burnette, RN
651-888-0573 (cell)
misty@hearttohomeinc.com

Resident Service Coordinator (South Campus - Mendakota & Lake Manor)

Lisa Jones, LPN
763-321-1481 (cell)
lisa@hearttohomeinc.com

Clinical Nurse Supervisor (North Campus - Mendota Manor & Hilltop Manor)

Priscilla Amankwah-Akuffo, RN
651-888-9364 (cell)
priscilla@hearttohomeinc.com

Director of Operations & Dementia Specialist

Angie Burnette, CAEd, CAC, CFM, LALD
651-888-0573 (cell)
angie@hearttohomeinc.com

Staffing & Activities Coordinator

Susan Heutmaker, LALD
651-888-9364 (cell)
susan@hearttohomeinc.com

Facilities Maintenance Manager

Robert Heutmaker
robert@hearttohomeinc.com

CONTACT INFORMATION - Ancillary Service Providers

Accelerated Care Solutions (ACS) Nurse Triage **952-314-4631 - please save this number in your phone contact list so that you do not disregard the phone number as SPAM**. We also recommend that you update your voicemail to include your name so that a more detailed message can be left due to HIPAA. **We use after hours nurse triage services from 5pm-8am Monday through Friday and all day Saturday and Sunday.**

Bluestone Physician Services (Visiting Doctor)
Cheryl Vukmanich, CNP (Team Nash)
651-342-1039 (office)
info@bluestonemd.com / www.BluestoneMD.com

Thrifty White Pharmacy (Pharmacy Provider)
1-800-642-3275 Billing & Auto Payment
billinghelp@thriftywhite.com
www.thriftywhite.com

Minnesota Hospice
952-898-1022
www.minnesotahospice.com

Our Lady of Peace Hospice
651-789-5030
www.ourladyofpeace.org

APA Medical Equipment (Equipment Provider)
612-722-9000

Midwest Medical Supply (Equipment Provider & O2)
763-780-0100

Allegiance Transportation (Wheelchair Van Transport)
651-207-5211

Additional Information

Sixty days before the facility plans to reduce or eliminate one or more services for a particular resident, the facility must provide written notice of the reduction. Refer to [144G.55 Subd. 1\(d\)](https://www.revisor.mn.gov/statutes/cite/144G.55) (www.revisor.mn.gov/statutes/cite/144G.55).

Residents may choose to obtain services from an outside service provider at their own cost. Residents may also obtain services from an outside service provider if the resident's assessed needs exceed the scope of services the facility can provide as agreed upon in the contract and are not included in the checklist. If this occurs and the resident is not able to obtain services from an outside service provider, then the facility may require the resident move to another facility or care setting that is able to meet the resident's needs. In the event this occurs, the facility will assist in a coordinated move of the resident to a safe and appropriate location.

Prospective Residents need to call the Senior LinkAge Line to discuss their housing options before signing a contract with a licensed assisted living facility. The Senior LinkAge Line is available Monday through Friday from 8am to 4:30pm at 1-800-333-2433.

You can get further information, at no cost, about advocacy or care options from:

- [Office of Ombudsman for Long Term Care](https://mn.gov/board-on-aging/direct-services/ombudsman/) (<https://mn.gov/board-on-aging/direct-services/ombudsman/>); 1-800-657-3591
- [Office of Ombudsman for Mental Health and Developmental Disabilities](https://mn.gov/omhdd/) (<https://mn.gov/omhdd/>); 1-800-657-3506
- Minnesota Directory for community resources: www.MinnesotaHelp.Info
- [Minnesota Senior LinkAge Line](http://www.seniorlinkageline.com/) (www.seniorlinkageline.com/); 1-800-333-2433

By signing below, I acknowledge that I have reviewed this document. This is NOT a contract to receive services.

Date (MM/DD/YYYY)

Individual or Legal/Designated Representative

Minnesota Department of Health, Office of Health Facility Complaints

P.O. Box 64970
St. Paul, Minnesota 55164-0970
Phone: 651-201-4200; or 1-800-369-7994
Fax: 651-281-9796
Email: health.ohfc-complaints@state.mn.us
Web: [Office of Health Facility Complaints](https://www.health.state.mn.us/facilities/regulation/ohfc/index.html)
(<https://www.health.state.mn.us/facilities/regulation/ohfc/index.html>)

Resident Acknowledgement

By signing below, I acknowledge that I have received information from my assisted living provider explaining my rights as a resident. I have also been informed how to file a complaint or report suspected abuse and have received the name and contact information of the person to whom complaints should be directed.

Name of resident: _____

Signature of resident: _____

Name of resident's representative (if applicable): _____

To request advocacy services, please contact the Office of Ombudsman for Long-Term Care or the Office of Ombudsman for Mental Health and Developmental Disabilities:

Office Of Ombudsman for Long-Term Care

P.O. Box 64971
St. Paul, Minnesota 55164-0971
Phone: 1-800-657-3591; or 651-431-2555
Email: MBA.OOLTC@state.mn.us
Web: [Office Of Ombudsman for Long-Term Care](https://mn.gov/ooltc/) (<https://mn.gov/ooltc/>)

Office Of Ombudsman for Mental Health And Developmental Disabilities

332 Minnesota Street
Suite W1410, First National Bank Building
St. Paul, Minnesota 55101-2117
Phone: 1-800-657-3506; or 651-757-1800
Email: Ombudsman.mhdd@state.mn.us
Web: [Office Of Ombudsman for Mental Health And Developmental Disabilities](https://mn.gov/omhdd/) (<https://mn.gov/omhdd/>)

RESIDENT ACKNOWLEDGEMENT & RELEASE FORM

Resident Name: _____ Room #: _____ Move In Date: _____

Please initial to acknowledge that you have received the following documents:

I have received and signed the Resident Agreement for Heart to Home.

I have received a copy of the Resident Handbook.

I understand that if I am no longer able to meet the financial obligations for care and room/board that I may be given the option to move into a semi-private suite (if available) to continue to meet the Residency Requirements of Heart to Home.

I have received a copy of the following: Uniform Checklist Disclosure of Services, Assisted Living Bill of Rights, Notice of Privacy Practices, Disclosure of Special Care Status and the following Policies and Procedures; Philosophy of Services, Evaluation of Behavioral Symptoms, Wandering and Egress Prevention, Medication Management, Staff Training on Dementia, Life Enrichment Programming, Family Support Programs, Transportation Coordination and Safe Keeping of Resident Possessions.

I have received and signed a copy of the home care service plan/agreement.

I have been shown the emergency exit map, the location of the emergency exits and where I can obtain a copy of Heart to Home's disaster plan.

We understand that the care staff of Heart to Home are not trained in CPR and that in the event of an emergency "911" may be contacted to provide such services.

We understand policies on absences and continued financial obligations from Heart to Home per the Resident Agreement.

In the event a resident passes away they or their estate will remain financially obligated to pay for the Base Fee for a minimum of 15 days after their passing. If Heart to Home has rented the suite to another individual before the end of those 15 days the fees will be prorated to that date.

I may request a copy of Medication and Side Effects and Adverse Effects and was informed that I can contact Misty Burnette, Resource Nurse, with medication questions.

We operate a restraint free facility. This means we do not use bed rails, wheelchair seat belts, alarms that may restrict a residents movement or other such devices that may restrict the movement of a resident.

_____ You have the right to name anyone as your "Designated Representative." A Designated Representative can assist you, receive certain information and notices about you, including some information related to your health care, and advocate on your behalf. A Designated Representative does not take the place of your guardian, conservator, power of attorney ("attorney-in-fact"), or health care power of attorney ("health care agent"), if applicable.

_____ We provide dementia care in a non-secured home environment that utilizes standard residential door locks.

Initial those that apply;

_____ I have received information about advance health care directives and a brief description of Heart to Home's policy regarding advance health care directives.

_____ I have executed a Health Care Directive and have provided a copy to Heart to Home.

_____ I have executed a Health Care Directive and have not provided a copy to Heart to Home.

_____ I have not executed a Health Care Directive.

Photo release; I consent without consideration or compensation for the use (full or in part) of any photographs taken of me or statement made by me for the purpose of illustration on Heart to Home website, brochures, newsletters, or other printed materials, videotape, slides, computer digital presentations, or distribution in any manner with no restriction in time.

Yes No

Is it OK if Heart to Home posts your name on the memory board outside of your room?

Yes No

Is it OK if Heart to Home takes me on supervised walks in the neighborhood or on resident outings?

Yes No

Is it OK if Heart to Home posts your Birthday in the common areas for activity purposes?

Yes No

(Signature of Client or Responsible Party) (Date)

(Signature and Title of Heart to Home Staff) (Date)

Patient Enrollment Form

All information must be completed



Patient Information:

Please use full legal name.

First Name: _____ Last Name: _____ M.I.: _____

Date of Birth: ____/____/____ Social Security #: _____ Gender: M F Other

Facility Name: _____ Phone Number: _____ City/State: _____

Patient Room #: _____ Patient personal cell or direct phone only (*if applicable*): _____

Marital Status (*choose one*): Married Divorced Widowed Partnered Single

Race/Ethnicity: American Indian/Alaska Native Asian Black/African-American Hispanic/Latino

Choose one or more Native Hawaiian/Other Pacific Islander White Declined Unknown

Primary Language: _____ Country of Origin: _____ Interpreter Services Needed

Drug Allergies (**required**): _____

Insurance:

Please submit a copy of insurance cards.

Medicare ID #: _____ (If on Medicare, ID **required** for enrollment.)

Primary Plan: _____ Policy ID #: _____ Group #: _____

Secondary Plan: _____ Policy ID #: _____ Group #: _____

Prescription Drug Coverage Name: _____ Plan ID #: _____

Legal Representative

I understand that a patient may voluntarily designate or appoint an individual other than the patient to make medical decisions on the patient's behalf. The individual may be referenced on the applicable authorizing paperwork using the following terms or other similar terms: Power of Attorney, Healthcare Surrogate, Healthcare Proxy, Healthcare Power of Attorney, Guardian, etc. (collectively referred to here as the "Legal Representative"). I acknowledge and agree that by signing this form as Legal Representative, I swear and attest that I am legally authorized to act and make decisions on the patient's behalf. I am required to provide a copy of valid and effective documentation outlining my role as Legal Representative in order to receive related communications, including verbally and via the Bridge. The Bridge is where you can electronically contact Bluestone's care team 24 hours a day, 7 days a week for questions, and is where the care team will connect with you about the patient's care. Upon signing this form or any other required documentation from

Bluestone as a Legal Representative for the patient, I hereby release and hold harmless Bluestone Physician Services and its representatives from any claims or damages arising from Bluestone's reliance on my attestation that I am the patient's Legal Representative. If there is a/you are the Legal Representative, please provide their/your contact information below:

Name: _____ Relationship to Patient: _____

Mobile Phone #: _____ Secondary Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Billing Contact:

Same as Healthcare Decision Maker Self Other _____

Name: _____ Relationship to Patient: _____

Mobile Phone #: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____



Authorization for Release of Health Information



Patient Information: Please use full legal name.

First Name: _____ Last Name: _____ M.I.: _____ Date of Birth: _____ / _____ / _____

Community and Room #: _____

Release Information From (Required):

Clinic Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Release Information To:

Bluestone Physician Services
Attn: Medical Records Dept.
270 Main Street N., Suite 300
Stillwater, MN 55082

FAX: 855-490-4045 PHONE: 877-599-1039

Information To Be Released (Required): Indicate ONLY the information that you are authorizing to be released.

<input type="checkbox"/> Notes from four most recent provider visits	<input type="checkbox"/> Labs and imaging within last two years
<input type="checkbox"/> Hospital discharges within last two years	<input type="checkbox"/> Other: _____

By law, you must specifically request the following information for it to be released:

Chemical dependency program: Yes No Behavioral health notes: Yes No

I hereby authorize the release of my individually identifiable health information described above for treatment and payment purposes. I understand that this authorization to release health information is voluntary. I understand that the information disclosed under this authorization may be redisclosed by the recipient and may no longer be protected by federal or state law.

I understand that my healthcare and the payment for my healthcare will not be affected by my signing of this form. I understand I may request a copy of this form after I sign it. I understand that this authorization may be revoked by me by written notice to Bluestone Physician Services. I understand that if I revoke this authorization it will not have any effect on any actions taken by Bluestone Physician Services before receiving my revocation. This release covers past, present and future encounters/visits unless I write in specific treatment dates here: _____ to _____. This consent does not expire unless I write in a specific expiration date here: _____.

I acknowledge and agree that by signing this form as a Legal Representative for the patient, I swear and attest that I am legally authorized to act and make decisions on behalf of the patient. I am required to provide a copy of valid and effective documentation outlining my role as Legal Representative in order to receive related communications. Upon signing the form or any other required documentation from Bluestone as a Legal Representative for the patient, I hereby release and hold harmless Bluestone Physician Services and its representatives from any claims or damages arising from Bluestone's reliance on my attestation that I am Legal Representative.

Patient or Legal Representative Signature

Date

Legal Representative Printed Name and Authority to sign for patient (i.e. Health Care Directive, Medical POA; must include documentation)

Consent for Services

Patient Full Name: _____ Date of Birth: ____/____/____

Community and Room #: _____ City/State: _____

Consent for Services and Disclosure of Information for Treatment:

Treatment: I consent to any and all medical evaluation and treatment, preventative care services and procedures which are deemed necessary or advisable by Bluestone medical providers and designees. I consent to the use of telemedicine services in the course of my diagnosis and treatment with my Bluestone Provider Team. Telemedicine involves the use of audio, video or other electronic communications to interact and consult with the healthcare provider(s). I also consent to the use and disclosure of my health information by Bluestone for my treatment, including disclosure of my health care information to health care providers and facilities unrelated to Bluestone that may be involved in care.

Health Information Exchange: Bluestone may disclose my health information to and access my health information from other providers using a record locator service or patient information service of a health information exchange unless I object by checking here:

This applies to health information Bluestone already has about me, information about future care I may receive from Bluestone and information Bluestone receives from third parties. This consent will continue unless I cancel by giving written notice to Bluestone or it expires as required by law. Cancellation will apply after the date when the notice to cancel is received. It will not affect information that is used or disclosed before cancellation.

Notice of Privacy Practices and Consent (Acknowledgment of Receipt): I received a copy of Bluestone's Privacy Practices and understand I have a right to review these before signing this consent form. I understand that Bluestone may change its privacy practices in the future, that any changes will be posted on Bluestone's website and that I may request a copy of the new privacy practices at any time. I understand I can contact Bluestone's Privacy Officer with any questions I may have about the Notice of Privacy Practices. In addition to the other uses and disclosures described in this document, I consent to the use and disclosure of my health information for the purposes described in the Notice of Privacy Practices, including Bluestone's health care operations.

Patient Financial Consent: I understand that it is my responsibility to know what the terms of my insurance are, and in compliance with those terms, I understand I will pay all applicable co-pays or co-insurance and outstanding account balances as they become due. I understand that it is my responsibility to read and review the Bluestone Physician Services (BPS) Patient Financial Consent policy located online at BluestoneMD.com and agree to be bound by its terms.

Patient signature: _____ Date: _____

Legal Representative signature (if authorized to sign for patient): _____ Date: _____

Legal Representative printed name: _____ Relationship to patient: _____

Consent for Access to Protected Health Information (PHI)



Patient Full Name: _____ Date of Birth: ____ / ____ / ____

The Bridge and the Patient Portal are HIPAA compliant communication and health record systems where you and/or people you authorize can stay updated or access important health information online and access the Bluestone care team anytime. Both are very important tools for delivering high quality healthcare and keeping everyone informed. The primary way to reach your provider team is through the Bridge!

If patient is signing this form: I can authorize a personal representative to access my health care information and communicate with my Bluestone Provider Team electronically through the Bluestone Bridge and/or the Bluestone Patient Portal by filling out the PHI form with the appropriate information.

If Legal Representative is signing this form: I acknowledge and agree that by signing this form as a Legal Representative for the patient, I swear and attest that I am legally authorized to act and make decisions on behalf of the patient. I am required to provide a copy of valid and effective documentation outlining my role as Legal Representative in order to receive related communications with the Bluestone Provider Team electronically through the Bluestone Bridge and/or the Bluestone Patient Portal. Upon signing the form or any other required documentation from Bluestone as a Legal Representative for the patient, I hereby release and hold harmless Bluestone Physician Services and its representatives from any claims or damages arising from Bluestone's reliance on my attestation that I am Legal Representative.

If you are the patient and have signed the Consent for Services form yourself, please complete the below section to consent to authorizing access to Protected Health Information for those who you want to have access to your medical information and care providers. Return via fax to the number listed below or use our secure upload feature.



If you are the Legal Representative for someone who is not able to consent themselves, you will need to fax or email this form **and the supporting legal documents** (Health Care Directive, Healthcare Power of Attorney forms, proof of guardianship, etc.) to our office as soon as possible. **Receiving this paperwork is the only way we can provide access to Protected Health Information to someone other than the patient.**

FAX: 855-306-1167 Secure Upload: bluestonemd.sharefile.com/filedrop

This consent applies to health information Bluestone already has about me, information about future care I may receive from Bluestone and information Bluestone receives from third parties. This consent will continue unless I cancel by giving written notice to Bluestone Physician Services or it expires as required by law. Cancellation will apply after the date when the notice to cancel is received. It will not affect information that used or disclosed before cancellation.

People who the signer of this consent grants access to Bridge and Patient Portal: please ensure accuracy of this info or there will be delays

Name: _____ Email: _____ Phone: _____

REQUIRED: By signing below, you acknowledge the above and that you are giving the following individuals access to your health care records maintained by Bluestone, including updates on your health care status.

Patient signature: _____ Date: _____

Legal Representative Signature (if authorized to sign for patient): _____ Date: _____

Legal Representative printed name: _____ Relationship to patient: _____

*For IT questions about Bridge or patient portal registration, please contact the IT Help-Desk Line: 855-794-9476
For questions about enrollment or about Legal Representative forms, please contact the Enrollment Team at: 877-599-1039*

MINNESOTA

Provider Orders for Life-Sustaining Treatment (POLST)

Follow these orders until orders change. These medical orders are based on the patient's current medical condition and preferences. With significant change of condition new orders may need to be written. Patients should always be treated with dignity and respect.

PATIENT LAST NAME	FIRST NAME	MIDDLE INITIAL
DATE OF BIRTH		
PRIMARY MEDICAL CARE PROVIDER NAME		PRIMARY MEDICAL CARE PROVIDER PHONE (WITH AREA CODE)

A

CHECK ONE

CARDIOPULMONARY RESUSCITATION (CPR) *Patient has no pulse and is not breathing.*

Attempt Resuscitation / CPR (Note: selecting this requires selecting "Full Treatment" in Section B).
 Do Not Attempt Resuscitation / DNR (Allow Natural Death).

When not in cardiopulmonary arrest, follow orders in B.

B

CHECK ONE

(NOTE REQUIREMENTS)

MEDICAL TREATMENTS *Patient has pulse and/or is breathing.*

Full Treatment. Use intubation, advanced airway interventions, and mechanical ventilation as indicated. Transfer to hospital and/or intensive care unit if indicated. All patients will receive comfort-focused treatments.
TREATMENT PLAN: Full treatment including life support measures in the intensive care unit.

Selective Treatment. Use medical treatment, antibiotics, IV fluids and cardiac monitor as indicated. No intubation, advanced airway interventions, or mechanical ventilation. May consider less invasive airway support (e.g. CPAP, BiPAP). Transfer to hospital if indicated. Generally avoid the intensive care unit. All patients will receive comfort-focused treatments.
TREATMENT PLAN: Provide basic medical treatments aimed at treating new or reversible illness.

Comfort-Focused Treatment (Allow Natural Death). Relieve pain and suffering through the use of any medication by any route, positioning, wound care and other measures. Use oxygen, suction and manual treatment of airway obstruction as needed for comfort. Patient prefers no transfer to hospital for life-sustaining treatments. Transfer if comfort needs cannot be met in current location.
TREATMENT PLAN: Maximize comfort through symptom management.

C

CHECK ALL THAT APPLY

DOCUMENTATION OF DISCUSSION

Patient (Patient has capacity) **Court-Appointed Guardian** **Other Surrogate**
 Parent of Minor **Health Care Agent** **Health Care Directive**

SIGNATURE OF PATIENT OR SURROGATE

SIGNATURE (STRONGLY RECOMMENDED)	NAME (PRINT)	DATE
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RELATIONSHIP (IF YOU ARE THE PATIENT, WRITE "SELF")	PHONE (WITH AREA CODE)
---	------------------------

Signature acknowledges that these orders reflect the patient's treatment wishes. Absence of signature does not negate the above orders.

D

ALL ITEMS REQUIRED

SIGNATURE OF PHYSICIAN / APRN / PA

My signature below indicates to the best of my knowledge that these orders are consistent with the patient's current medical condition and preferences.

NAME (PRINT)	CREDENTIALS (MD, DO, APRN, PA)	PHONE (WITH AREA CODE)
SIGNATURE	DATE	

GIVE POLST FORM TO PATIENT WHENEVER TRANSFERRED OR DISCHARGED. FAXED, PHOTOCOPIED OR ELECTRONIC VERSIONS OF THIS FORM ARE VALID.

INFORMATION FOR

PATIENT NAMED ON THIS FORM

A POLST FORM MAY BE DISCLOSED IN A MEDICAL EMERGENCY WHEN PATIENT CONSENT CANNOT BE OBTAINED

E

ADDITIONAL PATIENT PREFERENCES (OPTIONAL)

OPTIONAL SECTION. IF COMPLETED, CHECK ONE FROM EACH CATEGORY

ARTIFICIALLY ADMINISTERED NUTRITION *Offer food by mouth if feasible.*

- Long-term artificial nutrition by tube.
- Defined trial period of artificial nutrition by tube.
- No artificial nutrition by tube.

ANTIBIOTICS

- Use IV/IM antibiotic treatment.
- Oral antibiotics only (no IV/IM).
- No antibiotics. Use other methods to relieve symptoms when possible.

ADDITIONAL PATIENT PREFERENCES (e.g. dialysis, duration of intubation).

F

HEALTH CARE PROFESSIONAL WHO PREPARED DOCUMENT

REQUIRED:
CHECK BOX
OR COMPLETE
ALL ITEMS

- Same as signing provider (see Section D)

NAME (PRINT)

TITLE

PHONE (WITH AREA CODE)

SIGNATURE

DATE

NOTE TO PATIENTS AND SURROGATES

The POLST form is always voluntary and is for persons with advanced illness or frailty. POLST records your wishes for medical treatment in your current state of health. Once initial medical treatment is begun and the risks and benefits of further therapy are clear, your treatment wishes may change. Your medical care and this form can be changed

to reflect your new wishes at any time. However, no form can address all the medical treatment decisions that may need to be made. A Health Care Directive is recommended for all capable adults, regardless of their health status. A Health Care Directive allows you to document in detail your future health care instructions and/or name a health care agent to speak for you if you are unable to speak for yourself.

DIRECTIONS FOR HEALTH CARE PROVIDERS

Completing POLST

- Completing a POLST is always voluntary and cannot be mandated for a patient.
- POLST should reflect current preferences of persons with advanced illness or frailty. Also, encourage completion of a Health Care Directive.
- Verbal / phone orders are acceptable with follow-up signature by physician/ APRN/PA in accordance with facility/community policy.
- A surrogate may include a court appointed guardian, health care agent designated in a Health Care Directive, or a person who the patient's health care provider believes best knows what is in the patient's best interest and will make decisions in accordance with the patient's expressed wishes and values to the extent known, such as a spouse, domestic partner, adult child, sibling, parent of a minor, other relative or close friend, or closest available relative.

Reviewing POLST

This POLST should be reviewed periodically, and if:

- The patient is transferred from one care setting or care level to another, or
- There is a substantial change in the patient's health status, or
- The patient's treatment preferences change, or
- The patient's primary medical care provider changes.

Voiding POLST

- A person with capacity, or the valid surrogate of a person without capacity, can void the form and request alternative treatment.
- Draw line through sections A through F and write "VOID" in large letters if POLST is replaced or becomes invalid.
- If included in an electronic medical record, follow voiding procedures of facility/community.

GIVE POLST FORM TO PATIENT WHENEVER TRANSFERRED OR DISCHARGED. FAXED, PHOTOCOPIED OR ELECTRONIC VERSIONS OF THIS FORM ARE VALID.

**HEART TO HOME INC.
AUTHORIZATION AGREEMENT
FOR DIRECT PAYMENTS (ACH DEBITS)**

COMPANY NAME: HEART TO HOME INCORPORATED

I (we) authorize the COMPANY (named above) to initiate debit entries and, if necessary, to initiate any credit entries to correct an erroneous debit entry to my (our) account at the DEPOSITORY (identified below), for the purpose of automatically debiting funds from my (our) account. I (we) acknowledge that the origination of these transactions must comply with the provisions of U.S. Law.

DEPOSITORY / FINANCIAL INSTITUTION NAME _____

BRANCH _____ PHONE NUMBER _____

CITY _____ STATE _____ ZIP _____

ROUTING NUMBER _____ See Attached Voided Check _____

BENEFICIARY / ACCT HOLDER NAME _____

ACCOUNT NUMBER _____ Checking Savings

TRANSFER FREQUENCY: Monthly AMOUNT OF TRANSFER: Per Monthly Mailed Invoice

DATES OF TRANSFER (Circle One):

15th of the Month (\$100 Discount)

or

1st of the Month (No Discount)

New Authorization Change to Previous Termination

I (we) understand that this authorization replaces any previous authorization and will remain in full force and effect until the COMPANY has received written notification from me of its termination in such time and in such manner as to afford the COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAME(S) (Print) _____

Signature

Date

Minnesota Standard Consent Form to Release Health Information

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1 Patient information

First name _____ Middle name _____ Last name _____
Patient date of birth ____ / ____ / ____ Previous name(s) _____
Home address _____
City _____ State _____ Zip code _____
Daytime phone _____ E-mail address (optional) _____
Medical Record/patient ID number (optional) _____

2 Contact for information about how this form was filled out (optional):

I give permission for the organization(s) listed in section 3 permission to talk to

First name _____ Last name _____ about how this form was completed,
this person can be reached at: Daytime phone _____ E-mail address (optional) _____

3 I am requesting health information be released from at least one of the following:

Organization(s) name _____
Specific health care facility or location(s) _____
Specific health care professional's name(s) _____

4 I am requesting that health information be sent to:

Organization(s) name Heart to Home Inc.
And/or person: First name Misty Last name Burnette
Mailing address 659 Mulberry Lane
City Mendota Heights State MN Zip code 55118
Phone (optional) 651-454-5250 Fax (optional) 651-433-7117 (Preferred Method)
Information needed by (date) MM / DD / YYYY (optional)

5 Information to be released

IMPORTANT: indicate only the information that you are authorizing to be released.

Specific dates/years of treatment _____
 All health information (see description in instructions for what is included)

OR to only release specific portions of your health information, indicate the categories to be released:

<input type="checkbox"/> History/Physical	<input type="checkbox"/> Mental health	<input type="checkbox"/> HIV/AIDS testing
<input type="checkbox"/> Laboratory report	<input type="checkbox"/> Discharge summary	<input type="checkbox"/> Radiology report
<input type="checkbox"/> Emergency room report	<input type="checkbox"/> Progress notes	<input type="checkbox"/> Radiology image(s)
<input type="checkbox"/> Surgical report	<input type="checkbox"/> Care plan	<input type="checkbox"/> Photographs, video, digital or other images
<input type="checkbox"/> Medications	<input type="checkbox"/> Immunizations	<input type="checkbox"/> Billing records
<input type="checkbox"/> Other information or instructions _____		

The following information requires special consent by law. Even if you indicate **all health information**, you must specifically request the following information in order for it to be released:

Chemical dependency program (see definition in instructions)
 Psychotherapy notes (this consent cannot be combined with any other; see instructions)



Minnesota Standard Consent Form to Release Health Information

Patient's name _____

PAGE 2 OF 2

6 Health information includes written and oral information

By indicating any of the categories in section 5, you are giving permission for written information to be released **and** for a person in section 3 to talk to a person in section 4 about your health information.

If you do not want to give your permission for a person in section 3 to talk to a person in section 4 about your health information, indicate that here (check mark or initials) _____

7 Reason(s) for releasing information

- Patient's request
- Review patient's current care
- Treatment/continued care
- Payment
- Insurance application
- Legal
- Appeal denial of Social Security Disability income or benefits
- Marketing purposes (payment or compensation involved? NO YES, amount _____)
- Sale (payment or compensation to entity maintaining the information? NO YES)
- Other (please explain) _____

8 I understand that by signing this form, I am requesting that the health information specified in Section 5 be sent to the third party named in section 4.

I may stop this consent at any time by writing to the organization(s), facility(ies) and/or professional(s) named in section 3.

If the organization, facility or professional named in section 3 has already released health information based on my consent, my request to stop will not work for that health information.

I understand that when the health information specified in section 5 is sent to the third party named in section 4, the information could be re-disclosed by the third party that receives it and may no longer be protected by federal or state privacy laws.

I understand that if the organization named in section 4 is a health care provider they will not condition treatment, payment, enrollment or eligibility for benefits on whether I sign the consent form.

If I choose not to sign this form and the organization named in section 4 is an insurance company, my failure to sign will not impact my treatment; I may not be able to get new or different insurance; and/or I may not be able to get insurance payment for my care.

This consent will end one year from the date the form is signed unless I indicate an earlier date or event here:

Date / / Or specific event _____
MM DD YYYY

9 Patient's signature _____ Date / /
MM DD YYYY

OR legally authorized representative's signature _____ Date / /
MM DD YYYY

Representative's relationship to patient (parent, guardian, etc.) _____

PRINT FORM

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of any individual or family member of the individual, except as specifically allowed by this law.



Resident History & Preferences

Heart to Home, Inc.

Resident Information

Completed By (Name and Relationship): _____

Resident Name: _____

Preferred Name: _____

Religion: _____

Hospital Preference: _____

Funeral Home: _____

Veteran Status: _____

Resident History

Marital Status & Spouse/Significant Other's Name: _____

Children's Names: _____

Other Important People: _____

Past Occupation(s): _____

Where Is Home: _____

Daily Routines

Morning Routine: _____

Evening Routine: _____

Emotional Well-being

What Causes Stress? Noise, People, Certain Subjects, Bathing, Other: _____

What Calms Them? Poetry, Favorite Song, Massage, Hug, Other: _____

Other Ways to Bring Joy: _____

Food Preferences

Birthday Cake or Pie? _____ **Portion Size:** Small Regular Large

Ok for Alcohol? (Provided by family): Yes No **Kind of Alcohol:** _____

Disliked Foods: _____

Favorite Foods & Drinks: _____

Activities & Hobbies (Circle All That Apply)

1. Games

Card Games: Bridge, Canasta, Poker, Rummy, Solitaire, Blackjack, Other: _____

Board Games: Backgammon, Dice games, Bingo, Dominos, Cribbage, Crosswords, Jigsaw puzzles, Scrabble, Yahtzee, Checkers, Chess, Other: _____

2. Creative Arts

Fine Arts: Drawing, Poetry, Painting, Other: _____

Hobbies & Crafts: Knitting, Crocheting, Jewelry making, Flower arranging, Scrapbooking, Other: _____

Music Preferences: Jazz, Musicals, Pop/Rock, Radio, Country, Symphony, Other: _____

3. Media Preferences

Movies: Action, Comedy, Drama, Documentary, History, Musical, Romance, Sci-Fi, Travel, Western, Classic, Other: _____

TV/Radio: Talk shows, News, Educational programs, Sports, Podcasts, Other: _____

4. Social Activities

Dancing, Discussion groups, Parties, Social hours, Trivia games, Voting, Word games, Other: _____

Pet Therapy: Likes dogs, Likes cats, Likes birds, Likes fish, Likes other pets (specify): _____

5. Other Interests

Food Preparation: Baking, Cooking, Canning, Special food programs (specify): _____

Spiritual & Cultural Traditions: _____



Reading Preferences: Biographies, Fiction, History, Magazines, Mystery, Newspapers, Non-fiction, Romance, Sci-Fi, Religious, Western, Braille, Large font, Audio, Poetry,

Other: _____