

Long Term Care Admission Guide

Welcome to Big Sandy Medical Center. This guide was created to help you and your family prepare for admission to our Long Term Care unit. It covers what to bring, what we provide, and what to expect during the transition. Please use it as a checklist and reference, and reach out with any questions along the way.

A. What to Bring on Admission Day

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

- i. Photo ID, Social Security card, medical insurance cards, and any Advance Directives you already have — Living Will, Medical Power of Attorney, and Financial Power of Attorney. Social Services staff can assist with completing Advance Directives if needed. Staff will also review consent forms with you.
- ii. At least one week's worth of comfortable clothing — easy on/off pants and shirts, undergarments and socks, sturdy shoes, and seasonally appropriate outerwear (winter coat, light jacket). Laundry staff can wash clothing, or your family can. If using facility laundry, please mark items with the resident's first and last initials using a permanent marker.
- iii. Any personal durable medical equipment used at home — walker, cane, wheelchair, brace, prosthesis, oxygen concentrator, CPAP, or nebulizer. Facility loaner equipment is limited. BSMC contracts with Lincare for oxygen supplies and equipment.
- iv. A current medication list and all medication bottles — prescription and over-the-counter. BSMC works with Big Sandy Pharmacy for resident medications.

B. Your Care Team

Care is provided by a team of medical, nursing, and support staff. Long Term Care medical providers include:

- i. Daniel Davis, MD — Medical Director
- ii. Krystyl Kulbeck, PA-C

iii. Amber Groves, PA-C

iv. Christopher Horton, MSN, FNP

The Nursing Department is led by Ashley Jacobi, RN, BSN, Director of Nursing. For more information about services and staff, visit bsmc.org.

C. Your Room

Each room is supplied with a television, bed, nightstand, over-bed table, sink, and closet space. Semi-private rooms have shared bathrooms.

To create a home-like environment, residents are encouraged to bring personal belongings — wall hangings, framed photos, and small items that make the space feel familiar. Additional furniture from home, such as a recliner, is also welcome. If you do not have items to bring, please let staff know and we will do our best to help.

D. Toiletries and Personal Care

BSMC maintains a supply of everyday personal care items for residents, including tissues, razors, shampoo and conditioner, toothbrushes, toothpaste, deodorant, denture cups, and incontinence products and supplies. Residents are welcome to bring their own preferred brands or products.

E. Medications and Over-the-Counter Coverage

At times a provider may prescribe an over-the-counter medication that is not covered by Medicare or Medicaid. BSMC covers the cost of Tylenol, ibuprofen, aspirin, laxatives, and antacids. Other over-the-counter items prescribed for regular use are the resident's responsibility.

F. Communication and Notifications

Before admission, please decide who nursing staff may share information with. Facility staff will notify the Medical Power of Attorney for medical concerns and the Financial Power of Attorney for financial concerns. It is also helpful to designate a local relative or close friend who may be contacted for questions or additional support. Staff will only share information with individuals after receiving consent to do so.

G. Meals and Visitors

Family and friends are always welcome to share meals with residents. In addition to the resident's room and the main dining room, several private locations are available. Meal charges for guests are \$4.00 per plate for breakfast and \$5.00 per plate for lunch and dinner. Please notify staff in advance so dietary staff can prepare.

H. Phone Service

The facility has a dedicated phone line residents may use at any time: (406) 378-2167. Please feel free to share this number with family and friends. For a private line, arrangements can be made through Triangle Communications in Havre, MT. Residents with a cell phone may use facility Wi-Fi.

I. Spending Money and Valuables

Residents are discouraged from keeping cash in their rooms. The facility offers a secure, locked location to store spending money. Many residents find it useful to keep a small amount available for haircuts and other personal items.

J. Transportation to Out-of-Town Appointments

Family involvement in transportation to appointments is encouraged. For residents with Medicaid, mileage may be reimbursed by contacting the Medicaid Transportation Center at 1-800-292-7114. You will need to provide the resident's name, Medicaid ID or Social Security number, and appointment details. Staff are available to help coordinate.

K. Payment and Financial Planning

BSMC understands that long-term care is costly and that not every family is immediately able to afford it. Staff are available to help evaluate payment options and plan for the cost of long-term care.

L. Activities and Community Life

Every resident has the opportunity to participate in group activities throughout the week. Activity calendars are distributed each month. For residents who prefer quieter time, independent activities are always available. Holidays and birthdays receive extra attention, with many opportunities for family members to celebrate alongside their loved ones.

Follow the Big Sandy Medical Center Facebook page to see photos of your loved one and stay current with events at BSMC.

M. Funeral Home Designation

After admission, staff will discuss designating a funeral home. Families often find it easier to make this decision in advance, and several funeral homes serve our community. Please ask if you would like a list or have any questions.

A Note From Us

Thank you for choosing Big Sandy Medical Center. Long-term care placement is not an easy decision, and our goal is to make this transition as smooth as possible for you and your family. If you have any questions or if there is any way we can help, please reach out at any time.

Lisa Genereux, RN

Social Services Designee