

Admission Checklist

We look forward to welcoming you to New Farm Clinic.

This checklist will help you to prepare for admission and is a guide to what you might like to bring with you.

Intake Co-ordinator will confirm:

- ☐ Admission booking
- ☐ Level of health fund cover
- ☐ Admission Date and Time

Please call (07) 3254 9100 if you have any questions regarding your admission.

Items required by Reception on Admission:

- ☐ Medicare Card
- ☐ Private Health Fund Card
- ☐ Pension/PBS card (if applicable)
- ☐ Safety Net Card
- ☐ If your health cover requires you to pay an excess or co-payment, you will be required to pay this on admission

These items are essential for your stay:

- ☐ Current medications and prescriptions
- ☐ Comfortable, casual day clothes and night attire
- ☐ Toiletries
- ☐ Any aids that are usually required ie. Walking frame, hearing or visual aids
- ☐ Washing powder

This list is a guide only and individual needs may differ:

- ☐ Writing material
- ☐ Reading material
- ☐ Address book
- ☐ A small amount of money
- ☐ Only small electrical items to make your stay more comfortable:
 - Clock radio
 - Mp3 player, iPod, iPad
 - Mobile phone & charger
 - Hairdryer (**No hair straightners**)

All electrical items will be inspected and tagged prior to their use.

You will be asked to arrange for excessive personal belongs to be collected due to Workplace Health and Safety and Fire precautions.

Please note:

- Please do not drive your car to the Clinic unless you have arranged for someone to collect it. There is limited parking in the surrounding streets but no parking at the Clinic. If this is unavoidable you will be requested to hand your car keys to nursing staff for safe keeping.
- It is a policy of Ramsay Health Care that patients do not drive whilst they are an in-patient of the Clinic.
- In accordance with Ramsay Health Care policy and National Safety Priorities in Mental Health, overnight leave cannot be granted under any circumstance.
- The use of alcohol, illicit substances, non-prescription drugs or the misuse of prescription medications is prohibited. Any such behaviour may lead to discharge and/or police notification.
- In order to provide a safe and therapeutic environment all patient's are required to sign a Patient Code of Conduct acknowledging their understanding and agreeing to abide by New Farm Clinic's Policies during their stay.