

Admission Day Checklist

A first-day handoff checklist for documents, medications, services, equipment, and unresolved responsibilities.

- ☐ Residency agreement and service plan completed and copies received.
- ☐ Legal representative, emergency contacts, and treating clinicians verified.
- ☐ Current medication orders and stop orders received.
- ☐ Medications physically available or delivery time confirmed.
- ☐ Facility medication record compared with available current orders.
- ☐ Written medication-assistance request and informed consent reviewed when applicable.
- ☐ Diet, texture, allergies, meal assistance, and supplements transmitted.
- ☐ Mobility, transfers, fall precautions, and equipment confirmed.
- ☐ Wound or treatment instructions and responsible provider confirmed.
- ☐ Follow-up appointments and transportation responsibility assigned.
- ☐ Pharmacy, home health, hospice, therapy, and DME contacts confirmed.
- ☐ Unresolved items assigned to a named person with a due time.