

Garvey Manor Nursing Home

1037 South Logan Boulevard * Hollidaysburg Pa. 16648 * (814)-695-5571

SUMMARY OF SERVICES and ADMISSION POLICIES

1. The applicant or his/her representative must complete and submit the application and any additional information requested before the applicant is considered for admission. Failure to complete all aspects of the application may delay consideration for admission. Prior to admission, when requested by Garvey Manor, current medical information must be obtained from the attending physician and possibly from other health care providers. Full disclosure of the applicant's medical and psychiatric history is required.
2. The facility's decision to admit an applicant is not confirmed until the Admission Coordinator or Garvey Manor's designee clearly indicates confirmation of admission. Garvey Manor only admits persons it is reasonably certain it can care for to meet their physical (nursing and medical), social, spiritual and psychological needs. Questions regarding any provision of services should be addressed prior to admission.
3. As a Catholic long term care facility, Garvey Manor has specific policies regarding care and treatment options, including end of life care decisions that are in keeping with Catholic teachings and guidelines. Our Advance Directive Packet outlines the facility's moral, ethical and religious positions. It is imperative that an applicant is aware of our policies prior to admission since they may affect the person's desire to be admitted to our facility.
4. The Advance Directive Packet also provides information about the applicant's ability to make decisions regarding care and treatment by completing an Advance Directive such as a living will or by designating a health care power of attorney. The Packet is given to applicants/legal representatives prior to or at the time of admission. It is available on request. A copy of an applicant's Advance Directive, if one exists, is required prior to admission. An applicant is not required to make an Advance Directive as a criterion for admission nor must one be completed after admission.
5. In accordance with Pennsylvania law, it is the policy of Garvey Manor that cardiopulmonary resuscitation (CPR) will be initiated in the event of respiratory/cardiac arrest (i.e., cessation of respiration and/or pulse), for residents who have requested CPR in their advance directives, who have not formulated an advance directive, who do not have a valid Do Not Resuscitate (DNR) order, or who do not show signs of clinical death as defined in the American Heart Association guidelines. CPR is defined as rescue breathing and chest compressions without use of an automatic external defibrillator.
6. Garvey Manor determines the scope of the services it provides. As a skilled care facility we provide 24 hour care which includes routine nursing measures by a team comprised of nursing staff (Registered Nurses, Practical Nurses and Certified Nursing Assistants) and multidisciplinary professional, paraprofessional and ancillary staff. Nursing Care includes palliative and end of life care. As a Medicare/Medicaid provider, the Manor has contractual agreements for the services by specialty providers that may be covered by Medicaid or Medicare Part A or B, or billed under Medicare's consolidated billing requirement. By choosing Garvey Manor, the applicant acknowledges that the right of choice of providers is determined by the specialty providers the Manor has chosen. These contractual providers include, but are not limited to: **Flagship Rehabilitation** for skilled therapy, **Med Care – Home Medical Equipment and Supplies** for oxygen therapy, **UPMC Altoona** for in-house specimen collection and a mobile x-ray & imaging provider for diagnostic testing. Contractual arrangements are also in place for dialysis providers. Residents will be informed if there are changes in the Manor's contractual providers.
7. Residents have the right to choose a pharmacy provider as long as the pharmacy meets the criteria outlined in Garvey's Pharmacy Services Policy. Garvey Manor contracts with **Thompson LTC Pharmacy** as the pharmacy service provider for the facility. Ordinarily no prescription, over the counter or homeopathic medications may be brought to the facility for resident's use. Specific labeling is required and medication packaging must be compatible with our administration system. Choice of pharmacy provider must be established prior to or at the time of admission.
8. Garvey Manor gives the residents the option to receive in-house service by providers who have arrangements to render services to residents within the facility. These providers include: Podiatrist, Dentist, Optometrist, Audiologist/Hearing Specialist, Psychologist, and Psychiatrist. Providers determine scope of service, set their fees and bill directly for their services.

9. Garvey Manor contracts with a hospice provider. A person seeking admission, or a current resident or resident's representative may request services of a hospice provider; however, certain criteria set by Medicare regulations and by particular hospice providers, must be met before a person can be considered eligible and placed on hospice benefits. To receive more information or to request an evaluation for possible hospice services, please contact Social Services.
10. Garvey Manor does not provide ventilator/respirator care. We cannot admit a person who has a bariatric condition that requires special equipment or a person whose weight is beyond the limits of the Manor's equipment/fixtures with reasonable adaptation. A person with a condition in a communicable stage may not be admitted unless it is determined advisable by the facility's Medical Director, the attending physician, the Infection Control Coordinator and the Manor's Administration that the facility can meet the person's needs without risk to other residents and staff. There may be other conditions identified prior to admission or during a hospital stay, that Garvey Manor determines are not within the scope of service we can or wish to provide.
11. Assurance of payment source must be confirmed prior to admission. The Admission Coordinator can provide information about Medicare and Medicaid eligibility. An initial room and board payment, based on Garvey Manor's room rate and the billable days remaining in the month of admission, is required at the time of admission for a private pay resident. Subsequent advance room and board payments must be made by the tenth day of each month. Monthly invoices are sent for advance room and board and for charges, not covered by the room and board rate, incurred during the month. These may include such items as personal purchases, medical supplies, personal care items, beauty/barber salon services, dry cleaning, toll calls, cable television, and direct service fees by ancillary providers not covered by Medicare or Medicaid. Room and board rates and a supplemental charge list detailing items not covered in the basic room and board rate are provided to applicants and to all residents annually. Specific criteria apply regarding items covered for persons who qualify for Medicare Part B, Medicare Part A or Medicaid.
12. Garvey Manor maintains agreements with Medicare HMO plans **Security Blue** and **UPMC Health Plan**. We must be informed at the time of application if an applicant participates in any other HMO. This may affect the choice of Garvey Manor for care. After admission, it is important to notify the business office prior to changing plans.
13. Prior to admission, the applicant must have an attending physician, credentialed at Garvey Manor, who agrees to provide physician services to the person while a resident of our facility. **Garvey Manor does not retain staff physicians**. Our Medical Director provides oversight of the medical care that physicians render and is an advisor to administration on medical services. If an applicant does not have an attending physician credentialed at Garvey Manor, credentialing information can be made available to the physicians or the Admission Coordinator can provide a list of credentialed physicians from which the applicant/representative may choose, and personally contact a physician to provide service.
14. Garvey Manor is a **no smoking facility**. Resident smoking is only permitted in designated places outside the facility.
15. Guidelines and directives are available if a resident wishes to use the services of a private duty companion. Proposed arrangement must be discussed with Social Service prior to private duty services being provided in the facility.
16. **The applicant/legal representative must sign the Admission Agreement prior to admission**. Supplemental documents must also be signed prior to or on the day of admission. If the applicant is not capable of signing, the legal representative must make arrangements to have the necessary documents completed before the applicant comes to the facility. Verification of the authority of a person to act as the legal representative for an applicant/resident is required.
17. Garvey Manor provides care for persons regardless of race, color, religious creed, national origin, ancestry, age, or sex. As a Continuing Care Retirement Community for the elderly, the facility primarily cares for persons over sixty-two (62) years of age. Any person, regardless of economic status, may apply for admission. Agency names and numbers for information to register a complaint of discrimination are posted on the first floor near the Social Service Office or are available upon request.

Questions about our Services and Admission Policies should be referred to the Social Service Department staff.