



PMIC Admission Checklist

Thank you for submitting the paperwork to place your child on the Orchard Place waiting list. As you await an opening for your child we ask that you review the checklist below to prepare for the date of admission.

- ___ If your child has had a physical exam within six months, including hearing and vision assessments, please provide Orchard Place with the results of these examinations. A Certificate of Dental Screening form is enclosed and can be completed by a dentist.
- ___ A Tuberculosis (TB) test will be administered upon admission. If your child has had a TB test within the previous six months, please provide Orchard Place with the results of the test.
- ___ On the day of admission, please bring a 30 day supply of all prescription medications. **This includes controlled medications (ADHD medications.)**
- ___ **Please obtain a copy of your child's medication history from your pharmacy and bring to admission.**
- ___ Please provide a copy of your child's immunization records (if administered in another state.) The State of Iowa is now requiring all children entering 7th grade and 12th grade to have a meningitis vaccination. Please provide evidence of this or be prepared to give consent at admission.
- ___ **DHS Certificate of Need must be completed by a doctor (MD or DO) and a clinician. Form is attached and will need to be completed prior to admission.**
- ___ DHS Health Services Application must be completed and returned on day of admission. Form is attached.
- ___ Please bring a copy of both sides of all insurance and Medicaid cards. The parent/guardian

should contact their insurance company to discuss benefits available (including deductibles and co-pays). Please ask if you need to obtain a referral from your family physician. We can discuss how funding will work in your child's particular circumstance.

___ Orchard Place Placement Agreement. Form is attached and will be completed at admission.

___ PMIC Campus Phone and Visit List. Please complete and return on or prior to admission.

Please note that we understand that some parents prefer to place their child without seeking the involvement of the Department of Human Services, Juvenile Court or obtaining a court order. We support this choice. However, there are occasions where we may recommend or seek a court order. Such occasions may be when a child frequently runs away and we need to involve the police, when a child has committed delinquent acts or if there are concerns regarding safety.

If you receive child support, social security, supplemental security or an adoption subsidy on behalf of your child, you are required to pay the first month on or before the day of admission. While your child is in treatment, you will be required to pay the amount each month minus approximately 50.00 personal allowance. If your child has a trust fund, you may be required to apply the trust toward the cost of treatment.

We look forward to working with you and your child. Please feel free to call with any questions or if you would like to schedule a tour.

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