



The Riggs-Scott Care Center

Adult Day Services on the campus of The Baptist Home

P.O. Box 87
101 Riggs Scott Lane
Ironton, MO 63650
573-546-7429
573-546-6212 (fax)
www.thebaptisthome.org

Admission Policies

In applying for admission to The Riggs-Scott Care Center---Adult Day Services program, the applicant accepts responsibility to conform to the following policies:

1. Each participant will be requested to attend a personal interview with Administrator Sherri Snider as preparation for consideration for admittance.
2. Each participant’s physician will be requested to complete a medical record form indicating the level of physical participation in the Adult Day Services program, listing medications and times to be taken, and verifying medical diagnosis.
3. The participant’s family shall be responsible for ordering/getting refills on all medications. It is preferred that all of the participant’s medication be brought in pharmacy-labeled pill cards; however, a small supply of medications in the original bottle may be kept on hand. All medications will be kept in a locked area, and the participant will take his/her medication under the supervision of a licensed nurse or certified staff member, who will keep a daily record charting the type and times the medications were taken.
4. The client will not be allowed to attend the program at The Riggs-Scott Care Center if he/she is ill or considered infectious as judged by the personnel on duty.
5. If a participant becomes ill or a health emergency arises while at The Riggs-Scott Care Center, the physician and family will be notified. If necessary, the participant will be transported to a hospital by the family or by an ambulance obtained by The Baptist Home or the family at the family’s expense.
6. Admission and continuance in The Riggs-Scott Care Center--- Adult Day Services program is subject to the approval of the participant, the family and the administrative staff of The Baptist Home.
7. If client behavior becomes unmanageable or physical condition deteriorates to the point of needing more than intermediate care, the family will be notified and withdrawal from the program will be requested.
8. The participant must be picked up by closing time. Any unexcused tardiness in picking up the person will result in the family reimbursing The Baptist Home with the cost of the salary for the staff.
9. Payment for services at The Riggs-Scott Care Center are expected by the close of business on Friday, unless some other arrangement have been made. If the person is unexpectedly absent for a day in which payment has been received, credit will be given.
10. The Baptist Home is not responsible for any valuables or money kept in the participant’s possession while at The Riggs-Scott Care Center---Adult Day Services program.

Applicant

Other Party

Witness

Date

Relationship

Date

Date