



## Augustana Health Care Center of Hopkins (Chapel View) Community Information Sheet

**Address:** 615 Minnetonka Mills Rd. Hopkins, MN 55343. Main phone number is 952-938-2761.

**Rehab Phone:** 952-697-3856

**Fax:** 952-697-3854

**Rehab Director:** Megan Robertson MS CCC-SLP Cell: 952-261-9053; Office phone: 952-697-3870;

**Weekend Coordinator:** 952-495-6018

**In case of Emergency or other need to page overhead:** Overhead paging should be limited to emergency situations only. Dial 89 on the nearest phone (the phone in the gym is in the kitchen) and page “Nursing Supervisor Stat to (your location)” x3; then dial 3500 and repeat the page. CPR masks are located in orange cases on the wall above the sink and on the pillar in the middle of the gym. Outpatients – need to call 911

**Parking:** Parking is available in the lot attached to the care center. We request that staff do not park in the first two rows as these are reserved for visitors.

### **COVID-19 Procedures:**

- All staff screened at front desk. There should be a staff member to complete screen at front desk for each employee. Wear mask and shield when working with patients and in close contact of staff. When eating/drinking make sure to be 6+ft away from others in the therapy gym.
- You will receive a new gown daily and will dispose at end of day. Please wear gown when working with patients in their 14 day precaution period with cares (i.e. toileting). You may label them with your name (I would assume tape with your name would be the best option). Take gown off when working with patient that is NOT within 14 day period. Ok for group/concurrent as long as patients are 6+ ft apart and wearing masks. Wear gloves as you normally would with close contact of patients. Do not put gown on railings in hallways when taking off, place on small white hooks in hallways. Do not put multiple gowns on one hook.

**Nursing Moms:** 2 options: therapy storage room outside of the gym OR storage room next to kitchenette in coffee shop area on entry level. On a weekend – RD office can be used (drapes can be closed).

### **REHAB DEPARTMENT**

**Key:** The keys are located in a lock box on the rehab directors office door (Rm 25 across from the elevator). The code for the lock box is 2000. There are two keys, the shorter key will open the Gym and Storage room, and the longer key will open the staff office. Please do not use the rehab director’s office. There is a spare key in the fire extinguisher box in the therapy hallway. Please shut or lock therapy office door when not in office. Do not leave door open or unattended.

**Therapy Gym/Office:** Therapy gym and office (Rm 6) are located in the basement of the care center. From the elevator the gym will be to your left, the staff office will be to the right (around the corner from the pop machines). The code for the stairs to the basement is 615.

**OT and PT Therapy Charts and Paperwork:** PT Therapy charts are located in the office in the large file cabinet along the right wall. Blank forms are in file folders on top of the shorter file cabinet. Blank charts with necessary forms are also left on the desk nearest the door for those therapists completing evaluations. OT charts are in a black box on the OT desk top labeled OT charts.



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**Forms:** Blank forms are located in the staff office on top of the two-drawer file cabinet against the back wall in alphabetical order.

**Schedules:** Staff schedules will be laid out in the therapy office on the desk immediately to your right as you enter the office (door 6). Also on this desk is the yellow folder containing the Precautions Communication Sheet with any changes to precautions that need to be reviewed and documented.

**Patient Room Numbers:** Patient names are listed outside each room as such:

- D = Top name. This is the first bed (1), or Door (D), and is the bed closest to the door.
- W = Bottom name. This is the second bed (2), or Window (W), and is the bed furthest from the door.

Please refer to the patient’s wrist band or ask facility staff for assistance if you are unsure which patient you are meant to treat.

**Standing House Orders:** *We have standing orders for PT/OT/ST eval and treat for Dr. Banjoko, Dr. Mittal, and Dr. VonWeiss patients on TCU only. Please check pt charts for orders when completing evaluations, and write “[discipline] eval and tx per SHO” in the chart if needed. If you write an order, pull the ‘new order’ flag and place the chart into the rack outside of the HUC’s office so new orders can be transcribed.*

**Surface Pros:** Surface Pros are stored on the bookshelf in back of room. Please charge device when you leave.

**Blood Pressure Cuffs & Oximeters:** Located in the white cabinet above the black file cabinet in the therapy gym. Linens are also in this cabinet.

**Modalities, Extra Walkers:** Walkers are located in the Therapy Storage Room (Rm 21). Electrodes are found on the cart in the gym. Please refer to the Modality policy procedure in Policy Stat. On-call staff should not be initiating modalities on weekends. Please return equipment back to the place you found it.

**OT Cognitive Testing Materials:** Cognitive testing materials are located on the table in the kitchen.

**SLP Materials:** Speech materials are located above the desk in the office that is across from the phone. There is also a gray plastic box with file folders of copied treatment and testing materials.

**Copy Machine Code:** None

**Door Code:** To enter the facility after hours the front door code is 0615

**Door Code to Basement:** 615

**Elevator Codes:** None

**Meal times:**

Meal	Main	Upper North	Upper South	Lower North	Lower South
Breakfast	7:25-7:45	8:15	8:00	8:15	8:30
Lunch	12:20	12:00	12:20	12:15	12:30
Dinner	5:35	5:00	5:20	5:20	5:30

**\*On upper floor, all patients on modified diets/thickened liquids eat in the north dining room, regardless of room number**



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**Room Numbers by Unit:**

- **East Wing:** Lower Level: 149-156 Upper Level: 249-256
  - **South Wing:** Lower Level: 171-184 Upper Level 271-284 (TCU)
  - **North Wing:** Lower Level: 108-121 Upper Level: 208-221(TCU)
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***At the end of the day therapists must:***

- During the week contact the RD/designee, or on the weekend complete the weekend submission form on the employee portal and indicate any missed minutes.
- Complete billing including labor for your time in facility (not travel time). Please enter your billing in Rehab Optima, including your labor.
- Please make sure you have circled the appropriate treatment number on the documentation grid for tracking of 6<sup>th</sup>/10<sup>th</sup> visits as needed.

***Therapist completing evaluations:***

- At least one discipline needs to contact and have pt sign the Welcome to Centrex Rehab form. This form must be completed and signed by the patient/resident or POA if they are the responsible party.

***Discharges:***

- Please do not discharge a resident unless specified by the primary therapist. On weekends, please do not offer information regarding discharge timeline/length of stay, but rather defer the patient to their social worker or regular therapist.