



## Mount Olivet Careview Home Community Information Sheet

**Address:** 5517 Lyndale Ave. S., Minneapolis, MN, 55419

**Front desk:** (612)-827-5677. Dial "0" from any Mount Olivet phone to reach the receptionist.

**Rehab Director:** Jamie McCauley, PT Direct: (612)-821-3488 Fax: (612)-821-3178 Cell: (651)-249-6663  
Email: Jmccauley@centrexrehab.com

**Rehab Office Phone:** 612-821-3140. Voicemail: press the button below the VMsg key on the phone, press "5" to listen to voicemail, press "3" to delete a voicemail.

**Weekend Coordinator:** (612) 821-3275

**In Case of Emergency or other need to page overhead:** Dial \*10 on the nearest Mount Olivet phone, wait for the beep, and page "Nursing supervisor stat to (your location)." Repeat 3 times. Mount Olivet Nurse Supervisor's Phone: (612)-821-3275. The CPR mask is located in a small plastic bin on top left side of the counter, by the west therapy gym entrance. Outpatients from community or staff – need to call 911 (dial 9 for outside line).

**Phone Use:** Dial "9" for an outside line.

**Parking and Entrance:** Park in the south parking lot at Lyndale Ave S and 56<sup>th</sup> St, or on the street. There is plenty of street parking in the neighborhood behind the building. Do not park in the north "Visitor" lot. Enter the facility via the Lyndale Ave. front door. Prior to 7:00 a.m., you will need to press the door buzzer, speak into the microphone when someone responds, and tell them you are from Centrex and here for therapy. When leaving for the day, exit through the stairwell on the Northwest side of the building (between TCU rooms 311W and 312W). This door takes you to Lyndale Ave.

**COVID-19 Precautions:** Upon entering the building, check in at the kiosk. If the kiosk does not work notify the receptionist and you will be given a paper questionnaire. Facemasks will be provided at desk, and must be donned immediately upon entrance to the building. Goggles or a faceshield may be required depending on the Hennepin County infection rate- check with receptionist. Please have all patients wear a face mask for the duration of your therapy session, and any time they leave their room. For group/concurrent, each patient must wear a face mask and be a minimum of 6 feet apart.

- For patients with Enhanced/Respiratory Precautions:
  - New admits that are unvaccinated are on Droplet/Enhanced Respiratory Precautions for their first 14 days.
  - Protocol will be posted on the patient's door, and a PPE cart will be outside their room. If any equipment runs out, please ask the nurse on the unit to replenish.
  - You must wear a face shield, gown, fit-tested N95 covered by a surgical mask, and gloves to work with patients with respiratory precautions. If you have not been fit-tested for an N95, please talk to RD to have your schedule adjusted, or enter a missed visit for the patient if working the weekend.
  - Patients with enhanced precautions are allowed out of the room for therapy (if medically necessary), but the patient MUST wear a mask at all times outside the room. Therapist would take off the gown and gloves for hall treatments, and don a clean gown and gloves in the therapy gym or back in the patient's room.
  - No group/concurrent with patients with enhanced precautions and/or contact precautions.



**Choosing the Correct Site:** Mount Olivet has two choices in Net Health and in Kronos: Mount Olivet Home and Mount Olivet Careview Home. Mount Olivet Careview Home is the skilled nursing side which houses our TCU and LTC beds. Mount Olivet Home is our board and care/ALF- listed in Kronos as Mount Olivet and in Net Health as Mount Olivet Home. If you are seeing patients at Mount Olivet Home, this will be indicated clearly on a separate schedule. It is rare for floats to be scheduled treatments at Mount Olivet Home side. To clock time between sites, transfer in Kronos and do **not** record travel time and do **not** use the 1-Hourly 40 HW2 work rule.a

**Nursing Moms:** Nursing areas are in the chapel and by the main receptionist desk. Go to the front receptionist and ask for the key to nursing area by the chapel, or the HR office by the receptionist desk. The area by the chapel is on right side, next to the double doors to the back service area. There is a sign inside the room to post for privacy. The area by the HR office also has a sign to post for privacy.

- Nursing Mother's Room
  - Weekdays: call Jen in HR at ext. 3148. Jen will meet you at the nursing mother's room.
  - Weekend: to use please call the nursing supervisor's cell phone: (612)-821-3275.

## **REHAB DEPARTMENT**

**Key for Gym/Office:** In the lock box outside the therapy gym double doors. The code for the lock box is 2000. You are responsible to return the laptop to the office, and lock office door and both entrances to the therapy gym. The key is also located at the receptionist's desk at the Lyndale entrance.

**Door Codes/Elevator:** To enter a floor from the stairwell, press the button next to the door. To enter/exit coded doors throughout the building the code is typically **5601#**. Check with nursing as needed.

**Key for walker and wheelchair closets:** Hanging in therapy office by rehab aide desk, labeled "w/c and walker closets." One key will access both of these areas. Extra wheelchairs and walkers are located in a storage room in the basement- ask regular therapy staff or a houseman for help accessing if needed.

**Key for linen closets/bathrooms:** Hanging in therapy office by rehab aide desk, labeled "linen closet and bathroom." There is also a bathroom located in the therapy gym that does not require a key. Extra linens are kept in that bathroom.

**TCU Spa Room and Soiled Linens Room:** Code 5517#.

**Therapy Gym/Office:** The therapy gym is located on 3<sup>rd</sup> floor in the careview building. From the Lyndale Ave entrance, take a left at the receptionist desk and go to the second elevator (the silver "south" elevator). Take the elevator to 3<sup>rd</sup> floor and go to the left. You will see the wooden double doors to the therapy gym. Laptops are located in the office.

**Therapy Charts:** Soft charts are in the therapy office, behind the door in the stacked drawers.

**Medical Charts/PCC Access:** Therapists have access to PCC EMR. Float username is: moh.centrex and password: Centrexrehab1. This is also written on a paper taped to the top of the laptop cart. Nursing hard charts are also located at each nursing station.

**Precautions Communication Sheet:** located behind the laptop cart on the wall.

**Walkers/Wheelchairs:** There is a wheelchair closet located on the 3<sup>rd</sup> floor hallway (next to the conference room) and a walker closet next to the 3<sup>rd</sup> floor nurse manager office. Both use the same key (hanging in the therapy office). Extra wheelchairs and walker are in the basement. Nursing is responsible for obtaining standard wheelchairs, cushions, and foot rests for residents at admission. Therapy is responsible for issuing appropriate assistive device at evaluation.



**Walker Tag System:** For TCU residents, a color coded walker tape system is used. Black indicates that the patient is non-ambulatory or should only ambulate with therapy. Red indicates the patient cane walk with assistance. Yellow indicates that the patient is mod (I) in their room. Green indicates that the patient is independent on the unit. Tape is located on the laptop cart. A TCU communication form must be filled out to change the recommended tape color.

**Forms:** Additional forms are kept in file cabinets in the therapy gym, labeled “forms.” Please remember to put patient’s first and last name and date on all forms.

**Schedules:** PT, OT and SLP schedules will be located on the desk in the therapy office. New PT/OT evaluations will have a therapy chart on the desk as well. Check your schedule for any set therapy times, which may be listed in the precautions.

**Please always notify nursing staff if you are taking a resident off of their unit.**

**Standing House Orders:** There are standing house orders for PT/OT/ST eval and treat for TCU patients with Dr. Kenneth Olson.

**Laptops:** The laptops are in the therapy office on a cart.

**Blood Pressure Cuffs/Oximeters:** located directly to the left when exiting the therapy office. Each nursing station also has a vitals tower.

**Gait Belts:** There is a gait belt located in each patient room. There are extra gait belts located in the therapy office. If using an extra gait belt, please place in dirty linen basket (by the OT kitchen) after use.

**Lymphedema Supplies:** Kept in the cabinets above the sink, next to the west therapy gym door. Please do not initiate lymphedema treatment without MD orders.

**Modalities:** Modality forms are located on the modality cart. Electrodes are found on the cart under the device. Please refer to the Modality policy procedure in Policy Stat. Modalities must be initiated by and ORT/RPT and must be part of the plan of care.

**CPM Machines:** Not stored or currently used at Mount Olivet.

**OT Cognitive Assessment Materials:** Cognitive assess/treatment materials are located in plastic bins in cabinets in the OT kitchen area. Forms are in the patient’s therapy chart, or the “OT” filing cabinet.

**ADL Equipment:** ADL equipment is in the cupboards under the sink, next to the west therapy gym door.

**Copy Machine Code:** No code is needed. Do not dial “9” or “1” to fax.

**Memory Care:** Never leave memory care (2<sup>nd</sup> floor careview or 3<sup>rd</sup> floor MOH) without making sure the elevator or door close behind you. Residents from 3MOH (ALF side) must be signed out- see RD or rehab aide for sign out sheet.

**Meal Times:**

Meal times	Breakfast	Lunch	Supper
2 East	8:00	12:15	6:15
2 West	8:00	12:00	6:00
3 East	8:00	12:00	6:00
3 West and South TCU	8:15	12:30	6:00



4 East	8:00	12:00	6:00
4 West and South	8:00	12:00	6:00
3 Mt Olivet Home	7:45	11:45	5:45
Mt Olivet Home Main	7:45	11:45	5:45

***At the end of the day therapists must:***

- Sanitize, plug in, and lock up laptops in the office. Please also lock the office door and both entrances to the therapy gym if you are the last to leave
- Turn off the lights and radio.
- Complete 6<sup>th</sup> or 10<sup>th</sup> visit trackers.
- Sanitize and store equipment used.
- Complete progress notes if they are due for your patients.
  - Registered therapists should make sure GGs are completed for evaluations and discharges of part A patients. Complete recertifications if they are due.

***Therapists completing evaluations:***

- For TCU patients (3 west, 3 south, and 3 hall), complete your discipline’s section of the TCU communication form, and for LTC/ALF patients, complete the Therapy to Nursing Communication form. Give a copy to nursing and set on the rehab aide’s desk.
- Fill out a PT 6<sup>th</sup> visit tracker and add to red binder, or OT 10<sup>th</sup> visit tracker and add to the blue binder.
- Frequency for part A patients: PT is 5-6 times per week (depending on patient preference and therapist’s clinical judgment) and ST/OT is 5x/week. There is no Sunday therapy.
- One discipline should complete the welcome letter for all part B patients (only Non-Medicare A and Managed A payers).
- Each discipline should contact the patient’s responsible party (listed on the face sheet and in PCC) at the start of care. If a patient is their own RP, please offer to call family to update.
- Please only speak about protected health information with family members/friends who are listed on the face sheet, unless the patient gives you permission to disclose medical information.
- Paper eval forms are located in the “forms” file cabinet in the therapy gym if internet is not working. There is also a jet back plugged in by the printer in the therapy office.
- For discharges for residents that staying in the building, changing the frequency of therapy, changing to/from skilled maintenance, or adding a new CPT code to POC, complete a telephone order on paper. Example: PT clarification: Discharge physical therapy (date) due to (e.g. “all goals met”) with your name and the pt name. Give to rehab aide/leave on desk.
  - Patients that are leaving the facility (e.g. TCU patients) will have all orders discharged by MD without a need for a TO.

***Discharges:***

- Please do not discharge a resident unless the primary therapist specifies it, or it is indicated on your schedule.
- PT/OT: remove visit tracker from binder and set on rehab aide desk.
- Removed patient’s therapy chart from the drawer (behind the office door) and set on rehab aide’s desk.

***Internet:***

- Use “Rehab” internet, which the laptops should connect to automatically. If Rehab internet will not connect, you can try using: MOH-Guest, password: mountolivet.

***Printer:***

- Must be connected to “Rehab” Wifi network.
- Print to “CentrexMOH” printer.