



Apple Valley Village Health Care Center Community Information Sheet

Address: 14650 Garrett Ave, Apple Valley, MN 55124. Main phone number is: 952-236-2000

Rehab Phone PT: 952-236-2573, OT: 952-236-2572, ST: 952-236-2571

Rehab Director: Kay Rolfzen Office: 952-236-2570

In Case of Emergency or other need to page overhead: Pick up the phone, press right arrow button next to OK, paging will highlight and press small clear button next to this to overhead page and request "Nurse Stat to PT/OT or ST Clinic", or Code Blue to PT/OT or ST dept and begin CPR (if certified)

Outpatients- Need to call 911 (Dial 9 first).

CPR Mask located by sink in PT/OT departments

Parking: Employee parking located **behind** care center, access from Garrett Ave to this parking lot. Parking is also available on the street on Garrett Ave. **Please do not park in the front lot of the building, this is for visitors only.** You may park in the lot near the field in the front of the building

Covid-19 Procedures: Park as directed above. Employee can self-screen in lower level employee breakroom, door code 2468* or screening table at front entrance, mandatory to wear a face mask when entering/exiting facility. Complete hand hygiene and complete screening. Once screen complete, proceed to therapy department.

- Face masks and eye protection are required at all times unless on break.
- Social distancing- minimum of 6 feet at all times.

REHAB DEPARTMENT

Keys: There is a lock box for (OT, ST) department door, located on lower level. The code is 2000 for lock box. PT department is located on 1st floor (TCU) unit across from receptionist desk. Key to department is on key ring located next to printer at receptionist desk, this unlocks the glass door. Key to PT office is in the rehab aid top right desk drawer, this desk is located outside of PT office, please return all keys, promptly.

Therapy Gym & Office: PT department located on 1st floor across from receptionist desk, rehab director's office located on 1st floor across from PT department, office # 121. OT/ST department located on lower level, scheduled to move in June 2022 to 1st floor.

Therapy Charts:

PT charts: in PT black file on file cabinet in PT office

OT charts: black file below the white board as you enter department.

Forms: Additional forms can be found in PT in tan 2-drawer file cabinet next to rehab aid desk labeled forms, OT and speech departments in lateral file cabinets.

Schedules: schedule sheet is located by door in PT office for PT staff, and under the white board for OT/ST staff. PTA's complete 6th visit tracker book located in red three ring binder in PT by patient charts, COTA's complete the 10th supervisory tracker green 3 ring binder by OT charts.

Precautions Communication Sheet: Review precautions communication sheet, in yellow sleeve by PT charts on weekends for any pending changes (eg- awaiting a patient to return from MD appt late Friday if any change in weight bear status)



**Apple Valley Village Health Care Center
Community Information Sheet
(Page 2 of 3)**

Standing orders. There are standing orders for TCU patients for PT/OT/ST evaluate and treat for Dr. Olson (NP, Kari Gillitzer PA), Dr. Hartwig Ripon (NP Anna Novak), Dr. Hunyh (NP [Veronicah Chweya](#)). TCU patients are 5 or 6x/wk for PT/OT as clinically indicated, insurance requirement 6x/wk for Humana patients

Surface Pro's:

Located in PT office in PT department, must be returned to this location. Please plug in to charge device.

Blood Pressure Cuffs: Located in PT/OT. PT: on the lower rack of the weight cart. OT: in the gray metal cabinet.

Oximeter: PT: hanging on the weight cart. OT: located on the middle file cabinet next to therapist desk.

Modalities: Modality forms are located in the Forms drawer in PT and black lateral file cabinet in OT. Modalities are located in the PT clinic. Refer to the Modality Policy & Procedure in policy manager.

CPM Machines: Nursing should obtain and initiate the CPM per MD orders. Upon eval, the PT will check for fit and parameters on progression of settings per MD orders.

OT Cognitive assessment materials: Located in OT clinic in the top drawer of the black lateral file cabinet and also gray metal file cabinet near refrigerator.

ADL Equipment: ADL equipment is located in the OT room in the cupboard below the microwave.

Speech therapy Diets: Apple Valley currently has the following diet textures: puree, mech soft, regular

Diet change protocol: An order must be written in the physician order section of the medical record, give the medical chart to the HUC, inform dietary. Contact RD to assist with process.

Copy Machine Code: a copy machine is located in the PT department and no code is needed. Additional copiers are located next to the receptionist desk on first floor or in the business office on lower level.

Door codes: The code for doors is 2468. Code is also posted above the doors. Door code to return for the villa apartments to the care center is 3578. To silence wanderguard press 432 this is at front entrance, elevators and to villa apartments.

Elevator code: No elevator code, to silence wanderguard press 432.

Nursing Mothers: There is a private space on 2nd floor in the break room area.

Meal times:

Location	Breakfast	Lunch	Dinner
TCU/1 st floor	8:00	12:30	6:00
2 nd floor	8:00	12:30	6:00
3 rd floor	8:00	12:30	6:00



**Apple Valley Village Health Care Center
Community Information Sheet
(Page 3 of 3)**

At the end of the day therapists must:

- During the week contact the RD/designee, or on the weekend contact the weekend manager if required minutes are not achieved for patients scheduled.
- Complete your billing in Net Health.
- Complete Progress Report if it is due.
- Complete 6th visit tracker Red 3 ring binder next to PT charts
- Complete 10th visit tracker green 3 ring binder for COTA's next to OT charts

Therapist completing evaluations:

- Complete the Therapy to nursing communication form and leave on rehab aid desk in PT department.
- TCU patients are 5 or 6x/wk as clinically indicated.

Discharges:

- Please do not discharge a resident unless specified to do so.