



## 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:** masking status posted at front entrance. If patient on covid precaution, there will be a sign/instructions for PPE on their door and cart with equipment outside of their room.

### **REHAB DEPARTMENT**

**Keys:** PT department is located on 1<sup>st</sup> floor (TCU) unit across from receptionist desk. OT/speech department is located across from the central nurse's station on 1<sup>st</sup> floor (TCU) Key to therapy department is on key ring located next to printer at receptionist desk, this unlocks the glass door for PT and OT department, keys are labeled per department. Please return all keys, promptly.

**Therapy Gym & Office:** PT department located on 1<sup>st</sup> floor across from receptionist desk, rehab director's office located on 1<sup>st</sup> floor across from PT department, office # 121. OT/ST department located on TCU- 1<sup>st</sup> floor across from central nurse's station.

#### **Therapy Charts:**

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

OT charts: black file box in office on right in OT department behind door

**Forms:** Additional forms can be found in PT in tan 2-drawer file cabinet in PT office, OT and speech departments in lateral file cabinets.

**Schedules:** schedule sheet is located by door in PT office for PT staff, and on table in right office for OT/ST staff. PTA's complete 6<sup>th</sup> visit tracker book located in red three ring binder in PT by patient charts, COTA's complete the 10<sup>th</sup> 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)



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**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 Kristin Moore), Dr. Hunyh (NP [Veronicah Chweya](#)). TCU patients are 5 or 6x/wk for PT/OT as clinically indicated, insurance requirement 6x/wk for PT for Humana (managed A) patients.

**Laptops:**

Located in PT office in PT department and in OT department in office to right, 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: vital tower in department

**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 on table in the office on the right in OT department

**ADL Equipment:** ADL equipment is located in the OT room in the cupboard next to the refrigerator.

**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 OT 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 231.

**Nursing Mothers:** There is a private space on 2<sup>nd</sup> floor in the break room area.

**Meal times:**

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



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***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 6<sup>th</sup> visit tracker Red 3 ring binder next to PT charts
- Complete 10<sup>th</sup> 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 OT department.
- TCU patients are 5 or 6x/wk as clinically indicated.

***Discharges:***

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