



Ebenezer Integrated Care & Rehab Community Information Sheet

Address: 45 W 10th Street, St. Paul, MN 55102

Main phone number: 651-326-4900

PT Phone: 651-326-4909

OT/SLP Phone: 651-326-4911

Fax: 651-326-4901

Rehab Director: Charlie Powell, OTR/L, CLT (office): 651-326-4908

Weekend Coordinator: 952-495-6018

In Case of Emergency: Dial *64906 on any facility phone for the TCU Nursing station and report to the site of the emergency.

Parking: Please park in the attached ramp: **59 10th St E, St Paul, MN 55101**

- From the ramp, take the elevator to the 1st floor, walk down the hallway and through the sliding doors, and then take the elevators on your left to the 5th floor. Once on the 5th floor, take a right down the first hallway and the therapy office is the second door on the right. ***Door Code: 20002**
- At the end of the day, ask the security desk at the front door for an “employee validation ticket”. This will change the cost to a flat fee of \$3.00 when exiting the ramp. Save your receipt, because this can be expensed in order to make parking free for employees.
- **If a receipt is not printed, please email parking@fairview.org with the date, time, ramp address, and the last 4 digits of the credit card used. They will send you a digital copy.**

REHAB DEPARTMENT

Door Codes: The code to the OT/SLP main office is **20002**. The PT gym across the hall is **13579**.

Therapy Gym: Therapy gym and offices are on 5th floor. As you enter the building from the front entrance, go up the elevators to the 5th floor. Go **RIGHT** down the first hallway. The OT/SLP/Office is the second door on your right and the PT gym is the first door on your left a little further down the same hallway.

Therapy/RD Office: The Therapy and Rehab Director’s offices are attached to the OT gym.

Therapy Charts: All active charts are in the top drawer of the file cabinet in the Rehab Director’s office, underneath the laptops. All therapies share one folder for each patient.

Forms: If additional forms are needed they can be found in same file cabinet underneath the laptops in the office. If a new patient is not Medicare A or Managed Care Part A, then a WTR must be completed by the evaluating therapist completely and accurately and must obtain the patients signature if able to sign for self.

Schedules: Schedules can be found in the therapy office beside the Printer.

Standing House Orders: We have standing house orders for PT, OT and ST. If you evaluate a patient using standing house orders, please notify RD so a clarification order can be completed.

Laptops: In the Rehab Director’s office, on top of the file cabinet, immediately to the left as you enter.

Blood Pressure Cuffs & Oximeter: A vital tower is available in the PT gym.

ADL Equipment: The ADL equipment is located in the OT gym closet.



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OT Cognitive Assessment Materials: SLUMS, CPT, Barthel, ACL and safety questionnaire can be found in the top drawer of the file cabinet in the office. CPT testing materials can be found in the therapy kitchen, above the sink.

Copy Machine Code: No code needed. Copy machine is located in the therapy office and on the desks in the OT gym.

Interpreters: Interpreter times will be listed on the therapist's schedule. Unless otherwise indicated, please meet the interpreter in the lobby prior to seeing the patient. If a phone interpreter is indicated, please call 612-273-3780. Follow the prompts and have ready the patient's medical record # and DOB.

Memory Care: To enter the memory care, take the elevators to the 4th floor. The first double doors you see is the entrance to the memory care. Use the doorbell to gain access or one of the Pink Key Cards beside the

Nursing Mothers: Nursing mothers may utilize the therapy office as a private space as needed during the day. This door has a lock and the room is private. Alert the RD of time needed for use, and we can make sure this is private.

Meal Times:

TCU/LTC (5th Floor):

- Breakfast: 8:00am
- Lunch: 12:00pm
- Supper: 5:15pm

Memory Care (4th Floor):

- Breakfast: 7:45am
- Lunch: 11:45am
- Supper: 4:45pm

At the end of the day therapists must:

- During the week contact the RD/designee, or on the weekend contact the weekend manager if scheduled minutes are not achieved for patients you were supposed to see.
- Complete billing including labor **for your time in facility** (not travel time). Please enter your billing in Net Health.
- Complete weekly summary on progress notes if it is due.
- Please make sure you have circled the appropriate treatment number on the documentation grid for tracking of 6th/10th visits as needed.

Therapist completing evaluations:

- At least one discipline needs to contact and have patient sign the Welcome to Centrex Therapy Services form (Med B/Mng B Only). This form must be completed and signed by the patient/resident or POA if they are the responsible party.
- If you are completing evaluations, complete therapy to nursing communication form and leave in therapy office.

Discharges:

- Please do not discharge a resident unless the primary therapist specifies it. If you complete a discharge, place the file in the black filing box in the closet under "discharges."