



West Parry Sound Health Centre

# Patient Admission Package

Patient Education



**Patient Admission Package**  
West Parry Sound Health Centre  
6 Albert Street  
Parry Sound, ON P2A 3A4  
*Package created in 2014*

**Our Vision**

*Achieve excellence in health for life.*

**Our Mission**

*A provider and partner in the delivery of exceptional care.*

**Statement of Values**

**'West Parry Sound Health Centre CARES'**

We believe that our staff is the most important resource in our organizational commitment to these enduring and fundamental values.

**COMPASSION**

We believe that every person within and relating to WPSHC has distinct physical, psychological, social, emotional, and spiritual needs which must be compassionately addressed with dignity, care, respect, and empathy.

**ACCOUNTABILITY**

We believe that WPSHC is accountable for providing the best possible outcomes of care constantly seeking out ways to improve quality and service; promoting a learning environment; fostering essential partnerships and linkages; and being efficient and effective resource managers.

**RIGHTS AND RESPONSIBILITIES**

We believe that every person has the right to access quality health care and to participate in decisions affecting that care, and that every person has a responsibility for his/her own health. We believe that every person has the right to a healthy workplace and to participate in decisions affecting that workplace; and that everyone has the responsibility to contribute to that environment.

**EXCELLENCE**

We believe that WPSHC strives to be a model of excellence in the services it provides, in the environment in which it operates, and in all the processes utilized in the provision of those services.

**SAFETY**

We believe that safety is lived and actively encouraged every day as a shared responsibility among those providing, supporting, and receiving care. We work hard to maintain and promote all aspects of safety including physical and emotional safety through staff participation, education, increased awareness, managing risk, and eliminating harm.

**West Parry Sound Health Centre CARES**

**Compassion • Accountability • Rights & Responsibilities • Excellence • Safety**

*The information contained in this document are for information purposes only. They are not intended to be used as or replace medical advice given by a qualified health care provide* R – 11/14, 12/16, 03/17

# Table of Contents

## **General Information 3 - 8**

Admission.....	3
Accommodation.....	3
Infection Control.....	3
What To Bring.....	3
Prevent Infection.....	4
Medication Safety.....	4-5
Valuables.....	6
Visiting Hours.....	6
Home Care (Community Care Access Centre).....	6
Flowers, Perfumes & Balloons.....	6
Electrical Devices.....	6
Food Services.....	7
Television Rentals.....	7
Spiritual Services.....	7
The Healing Room.....	7
Smoking.....	7
Fire Drill.....	7
Parking.....	8
Auxiliary and Volunteer Services.....	8
Discharge.....	8
Donations and Bequests.....	8
Patient Privacy.....	8
Health Care Services in Your Community.....	9

## **Patient Rights and Responsibilities 10- 12**

Patient Rights and Responsibilities.....	10
5 Tips for Patient Safety.....	11
5 Tips for Patient Safety Continued.....	12

## **Being Active While in the Hospital 13**

Myths and Facts About Being Active.....	13
Benefits of Being Active in the Hospital.....	13
How to Stay Active in the Hospital.....	13

## **Hospitalists at WPSHC 14**

## **'My Medication List' – Print, use and update your own! 16- 17**

## **Patient Television & Cable Services Order Form 18**

## General Information

### Welcome to the West Parry Sound Health Centre!

*We hope you find your stay with us beneficial and informative.*

West Parry Sound Health Centre encourages patients to be involved in their health care. Please see Patient Safety's "Your Health Care – Be Involved" to learn how you can become more involved in your care during your stay with us.

#### General Contact Information

**Address:** 6 Albert Street, Parry Sound, ON P2A 3A4

**Phone:** (705)-746-9321    **Website:** [www.wpshc.com](http://www.wpshc.com)

#### Admission:

Your Ontario Health Insurance Plan (OHIP) will cover all in-hospital costs for Canadian Residents, with the exception of preferred accommodation charges and telephone long distance charges which are the patient's responsibility. These charges must be paid on discharge. **Visitors from out of the province may receive additional charges if they are not covered by OHIP. Additional costs may also be required for items for outpatients such as an air cast, etc.**

#### Preferred Accommodation

You may have additional health insurance to cover the cost of a private or semi-private room. Please bring this insurance information with you at the time of your admission. The Health Centre will submit the preferred accommodation claims to your insurance company; however, the responsibility for payment remains the patient's. In the event that the preferred accommodation you have requested is not immediately available, every effort will be made to transfer you to the requested accommodation as soon as possible.

#### Please bring with you:

- **Your Health Care Card (HIN).**
- **Any necessary insurance information.**
- **Personal care items.**
- **Bring all medications, including vitamins.**

#### Infection Control

On admission you will be asked questions related to infection control. You will be asked if you have a fever, cough, diarrhea, if you have been traveling or if you have been a patient in another hospital. You may have swabs of nose and rectum to check for antibiotic-resistant organisms.

West Parry Sound Health Centre CARES

Compassion • Accountability • Rights & Responsibilities • Excellence • Safety

*The information contained in this document are for information purposes only. They are not intended to be used as or replace medical advice given by a qualified health care provide* R – 11/14, 12/16, 03/17

## Wash your hands – help prevent the spread of infection

- The best way to prevent the spread of infection is to wash your hands. Please wash your hands:
  - ✓ Often.
  - ✓ After using the toilet or bedpan – ask your nurse for a facecloth, if not offered.
  - ✓ Before and after you eat or drink.
  - ✓ After using hospital equipment.
  - ✓ After blowing your nose.
  - ✓ If you are a family member or other visitor, before and after you help care for the patient.
  - ✓ Upon entering and exiting the health centre.
- \* ***Please do not hesitate to remind doctors, nurses, volunteers and other staff to wash their hands!***
- Patients and visitors should follow the self-screening instructions posted at all WPSHC entrances.
- Visitors to check in at nursing station before entering the patient’s room.

At WPSHC we would like to give you patient-centred care and keep you safe. When we know what medications you take at home, we can compare them to your medications in the hospital.

## Patient Isolation

If a patient is in isolation, please speak with a health care provider and follow the appropriate instructions for patient isolation precautions and procedures for patients, yourself and staff members.

## What is “Medication Safety”?

Medication safety is taking the right medication, at the right time and in the right way. The patients and the health care team can make sure that medications are used safely to prevent any medication errors.

## Medication Reconciliation (Making sure you get the right medications)

“Medication Reconciliation” is when we compare the list of medications that you take at home with the medications that are ordered during your hospital stay. Medication Reconciliation helps to make sure that you continue to receive the right medications at the hospital.

It is important that each patient brings a complete and correct list of medications that they use at home. You can also bring in all medications.

## Tell your health care team about all the medications you take, including:

- Prescription medication (including inhalers/puffers).
- Over-the-counter (i.e. Aspirin, Tylenol).
- Herbal and natural health products.
- Alcohol and any other recreational drugs (i.e. marijuana...).

## YOUR role in Medication Safety

- Update your medication list regularly. Write down any changes made by you or made by your doctor.
- Ask your doctor, nurse or pharmacist about how to manage your home medications in the hospital.
- Tell your nurse if you think that you missed a dose of a home medication.
- Talk to one of your health care team members before taking any medications that you brought from home (including over-the-counter and herbals.)
- Before you leave the hospital, understand why and how to take all new medications that you started while in hospital.
- Use one pharmacy – this is so that one pharmacy has all of your medication information.

## Create a Medication List

- It is best to write your medication list into a table or chart.
- **Find a list that you can fill out on page 16 and page 17 of this information care package.** Ask your WPSHC health care team to help you find one.
- Fill out the “My Medication List” page and bring it each time you visit a doctor, pharmacist or at each health care visit.
- **Carry your list with you. Tell your family or caregiver about your list and where they can find it.**

The image shows a sample of a 'My Medication List' form. It is a table with several columns: 'Medication Name', 'Dose', 'Frequency', 'Route', 'Start Date', and 'Stop Date'. There are also sections for 'Allergies', 'Current Medications', and 'Discharge Medications'. The form is tilted slightly to the right.

## ✓ Reminders

### Please:

- Bring all of the medication you are taking at home, even over the counter herbal or inhalers/puffers, and give them to your nurse.
- Give your health care team your pharmacy contact information.
- Review all of your medications while in hospital with a nurse, doctor, physician assistant or pharmacist.
- Update your list when changes are made. Cross off drugs you are no longer taking and add new drugs you do take. Record the date when changes happen.
- Ask questions about your medications.
- Before you leave the hospital, talk to a health care team member and understand why and how to take all of your medications.

## Valuables

The Health Centre cannot accept responsibility for loss or damage to personal articles or money left in your hospital room or on your person.

- Prevent loss by arranging personal belongings and valuables to be taken home.
- Monies can be kept in safekeeping in the Admitting Department.

## Visiting Hours

- Visitors (max. two at a time) are allowed to visit between 2 p.m. and 8 p.m.
- Children under 12 should not visit.
- Visiting hours may be extended for parents of children and partners/ siblings of newborns in the Maternal Child Areas.
- The family of palliative patients may visit anytime, but are asked to check at the nursing desk first.

## Home Care (Community Care Access Centre)

If you were receiving home care before admission, please make sure our nursing staff is aware. If you would like further information regarding home care or other community services, please ask the nursing staff.

## Flowers, Perfumes & Balloons

Due to potential patient allergies and sensitivities, latex balloons and perfumes are not permitted in the Health Centre. Permitted are: Mylar balloons and flowers sent to you that will be delivered directly to your room, with the exception of the Intensive Care Unit (flowers are not permitted in ICU).

## Electrical Devices

Any electrical devices brought into the Health Centre may be inspected by the Maintenance Department. For safety reasons, each item must meet the Ontario Hydro Electrical Code and CSA Standards for Hospital use. We are not responsible for any loss or damage to electrical devices brought into the Health Centre.

Examples of devices:

- Razors.
- Hair dryers.
- Laptops/ Ipads
- Cellphones / Ipods
- No electric blankets allowed.

## Food Services

- Patient meals are served at:

**Breakfast**            8 a.m.

**Lunch**                Noon

**Supper**               5 p.m.

Please ask the nursing staff to notify the Dietary Department if a specialty diet is needed. Your physician may order a special diet. Please check with the nursing staff before you eat or drink anything that visitors may bring to you.

- **The cafeteria is located on the second floor** and is open for lunch Monday to Friday from 11:00 a.m. to 1:30 p.m. Visitors are welcome.
- **Vending machines** are located in the cafeteria and in the emergency waiting area.
- **Hava Java Coffee Shop**, located in the main lobby on the third floor, is operated by the Hospital Auxiliary. Coffee, tea and baked goods are available Monday to Friday and on weekends. Please check with our staff for the hours.

## Spiritual Care Services

A full-time chaplain is available to all patients and their families and can be requested through nursing staff.

A spiritual care area, located on the third floor, may be used as quiet place to pray or spend time in reflection.

Please let your health care team know if you have a particular faith group or preference.

## The Healing Room

Noojimowin Bimaadziqin Gamik, "The Healing Room", is located on the first level, right next to the Rehabilitation Reception and main entrance to Lakeland Long Term Care.

## Television Rentals

All patient rooms are equipped with televisions.

- All rental charges are the responsibility of the patient and are paid to the television rental company.
- Rental forms are available at the nursing desk and included in the package (last page).
- A television is available in the lounge of each unit.

## Smoking

**West Parry Sound Health Centre is smoke-free.** If you must smoke, you may go off of hospital property at the nurse's discretion and consent must be signed before going outside. Hospital equipment cannot be taken off of hospital property. Please discuss alternatives such as nicotine replacement therapy with your nurse or doctor during your stay.

## Fire Drill

The hospital has regular fire drills to ensure staff efficiency and everyone's safety in an emergency. *Do not be alarmed* – When you hear the fire alarm, the location will be announced over the public address system.

Please remain where you are. As soon as the drill is over, "Code Red Complete" will be announced over the public address system.

## Parking

As parking is limited, patients being admitted are asked to leave their cars at home. Flat fee and short-term hourly parking (parking meters) are available. If you require change for the parking gate exit fee, change machines are located in the cafeteria and emergency department waiting room. Monthly and weekly parking passes can be purchased in the Finance Department, located on fourth floor.

## Auxiliary & Hospital Volunteer Services

Our volunteers are dedicated community members who give their time and effort to improve your comfort and make your stay more pleasant.

**Whispering Pines Gift Shop**, located at the main entrance on the third floor, is operated by the Auxiliary. The gift shop is open 10 a.m. to 4 p.m. Toiletries, gifts, knitted and handcrafted articles are available. Non-slip socks too!

## Discharge

When you receive a discharge order from your doctor permitting you to leave the Health Centre, we would ask that you:

- Make arrangements to leave as promptly as possible – discharge time is 11 a.m.
- Be sure that you thoroughly understand all instructions about medications, diet, activity and when to follow up with your doctor.
- Payment of outstanding hospital costs should be made at either the Admitting or Finance departments prior to leaving the Health Centre.

## Donations and Bequests

### Your support can make a difference!

While the Ministry of Health provides funding for most of the day-to-day operating costs of hospitals, equipment and technology costs are not funded.

We must rely on support from those who use our Health Centre.

Your gift, combined with the generosity of others, will ensure your Health Centre's priority needs are met.

**If you would like further information on making a donation or bequest to benefit the Health Centre, please speak to the nurse on duty or contact the Foundation Office, located in our main lobby, at: 705-746-9321 ext. 3348.**

## We Respect Your Privacy

If you do not wish to be contacted for fund-raising purposes, please contact the Privacy Hotline at (705) 773-4607 or email [privacy@wpsbc.com](mailto:privacy@wpsbc.com), and ask that your name be removed from the mailing list.

# Health Care Services in Your Community

**West Parry Sound Health Centre – General Inquiries** .....(705) 746-9321

Medical/Surgical.....ext. 3018  
 Rehab.....ext. 3025  
 Transitional.....ext. 3050  
 ICU.....ext. 3044  
 OBS/Acute.....ext. 3060  
 Ambulatory Care.....ext. 3335  
 Physio/Occupational Therapy.....ext. 1302  
 Discharge Planner.....ext. 3746  
 Infection Control.....ext. 2320  
 X-ray.....ext. 3602  
 Ultrasound.....ext. 3616  
 Tele-Conference with OTN.....ext. 1403  
 Geriatric Emergency Management (GEM) Nurse.....ext. 3525

**Telehealth**..... 1-866-797-0000

**CCAC (Home Care)** ..... (705) 773-4602 ext. 4845 (**self referral** for assistance, you will require your health card number)

**Dyna Care (Lab)** ..... (705) 746-6213

**Diabetes Education Centre** ..... (705) 746-5461

(**self referral**)

**Taxi** ..... (705) 746-1221

**Belvedere Heights Community Support Services** (705) 746-5602 – **Self Referral**

Transportation, Meals on Wheels, Diner’s Club, Home Maintenance, Circle of Friends, Shopping, Telephone Reassurance

**The Friends** (705) 746-5102 – **Self Referral**

Adult Day Away Program, Homemaking, Outreach Support, Respite, Alzheimer’s Respite

Pharmacy		Doctor’s Office		Nursing Station	
Ben’s	(705) 746-4811	Family Physicians	(705) 746-5595	Argyle	(705)757-1717
Lane’s	(705) 746-2187	Medical Associates	(705) 746-9382	Britt	(705) 383-2375
Pollard	(705) 746-2581	Wright Clinic	(705) 746-2181	Moose Deer Point	(705) 375-9900
Shoppers Drug Mart	(705)746-2932			Pointe au Baril	(705) 366-2376
WalMart	(705) 746-5772			Rosseau	(705) 732-1095
Rexall Drugstore	(705) 746-4769			Whitestone	(705) 389-1951

**West Parry Sound Health Centre CARES**

**Compassion • Accountability • Rights & Responsibilities • Excellence • Safety**

*The information contained in this document are for information purposes only. They are not intended to be used as or replace medical advice given by a qualified health care provider.*

# Patient Rights and Responsibilities

## Patient's Rights

**You, the Patient, have the right to:**

- Receive care that is courteous, compassionate and without discrimination.
- Receive care in a safe and comfortable environment.
- Expect that your personal and medical information is treated with the highest level of confidentiality and privacy.
- Be informed by receiving complete and current information of:
  - All aspects of your health care in a manner that you understand.
  - The names and functions of all the members of your health care team.
  - Information as necessary to assist you to understand and comply with applicable Health Care policies.
- Participate with the health care team in developing your health care plan that addresses your needs.
- Obtain a second medical opinion.
- Designate a person to represent you or support you in making decisions about your health care.
- Be able to freely express your concerns without fear of reprisal and receive a timely response.

## Patient's Responsibilities

**Your rights carry with them certain responsibilities.**

**We ask you and/or your representative to:**

- Provide relevant and accurate information to your health care team, such as a list of your medications/supplement/vitamins, past illnesses, allergies and certain health conditions.
- Be involved in your health care plan - speak up if you have questions, concerns or do not understand any information given to you, or if you do not understand information contained in your health care plan.
- Follow your plan of care to the best of your ability.
- Accept a responsibility for the decisions you make about your health care.
- Be courteous and respectful of other patients, staff, volunteers, visitors and WPSHC property.
- Encourage your family/representative to assist with your health care when appropriate.
- Respect Health Centre policies and act in a safe and responsible manner.

## **5 Tips for Patient Safety**

### **1. Be an active member of your health care team.**

This means taking part and being involved in every decision about your care – ask questions and make certain that you understand what is happening with your care.

- It is often helpful to bring a family member or friend with you when you talk to your health care team.
- If you need an interpreter, ask in advance if there can be one available or bring someone who can interpret for you.
- You should know as much as you can about any:
  - Medical problem you have (diagnosis).
  - Treatment or procedure that you will have.
  - Medicine you should take and how to take it.
- Before seeing your health care team plan the questions you would like to ask – write them down.
- When asking the questions, ensure you understand the answers – it is fine to ask again. For example you can say, “I’m not sure I understand what you said. Can you explain that to me again?”
- Ask where you can get more information.

### **2. Tell the health care members of your team everything you can:**

- Even if you think they already know, or that it may not be important, tell them everything.
- Tell them if you:
  - Are not feeling well right now or have been sick lately.
  - Are taking any medicine.
  - Have had surgery or recent visits to any hospital.
  - Have seen another doctor or visited somewhere else for health care.
  - Have an ongoing illness like diabetes or heart disease.
  - Have an illness that runs in your family.
  - Have an addiction such as smoking, drugs or alcohol.

### **3. Bring all medicines with you when going to the hospital or medical appointment.**

When taking more than one medicine they can combine and produce a bad reaction with one another. To protect you, your health care team must know about everything you are taking.

This includes:

- Drugs you take with a doctor’s prescription.
- Any medicines you buy: vitamins, herbs, herbal remedies, food supplements.
- Non-prescription medicine bought at the drugstore.

When you are going to the hospital/medical appointment, put all your medicines in a bag and bring them with you.

Keep your medicine in the bottle it came in. If you cannot bring them all, bring a list of everything you take including the dose and frequency you take it.

**4. Tell a member of your health care team if you have had an allergic or bad reaction to any medicine/ food.**

If you get sick, your health care team may have to act fast. Before they give you any medicine, they need to know if you have ever had a bad reaction to it.

- Reactions include:
  - Rashes.
  - Headaches.
  - Breathing trouble.
  - Feeling sick.
- Tell a member of your health care team if you have ever had a reaction to any medicine or food. Some medicines have food in them (such as eggs used in the Flu Shot). Ensure you tell your health care team of any food allergies.
- Tell a member of your health care team if a new medicine makes you feel unwell.
- Some people have reactions to anesthetics – the drugs used to put a patient to sleep or to stop pain during a surgery. If you have had a reaction tell your health care team in case you need surgery again.
- Don't wait until you get sick to tell people about your allergies/reactions.
- If you have an ID bracelet such as MedicAlert™. This tells the health care team about your allergies when you can't tell them yourself.

**5. Know what to do when you go home from hospital/appointment.**

When you are getting ready to go home, ask as many questions as you can to understand:

- What treatment you received.
- Whether you will have to pick up a prescription before you go home.
- What kind of transportation you will need to get home.
- The type of care you will need at home and if you need someone to stay with you.
- The symptoms to watch for and who to call if something does not feel right.
- Whether someone will be making a plan with you for home care.
- What medicine you must take, how to take it and any side effects.
- What foods you should and should not eat.
- When you can go back to normal activities such as work, school, exercise and driving.
- Any follow-up appointments and who will make them.

# Myths & Facts About 'Being Active' in the Hospital

## Myths

These mistaken beliefs often lead patients to lose the ability to do things they want to do, and to have difficulty coping when they return home

- ✗ Patients should stay in bed, because they will get better faster if they rest.
- ✗ It is not safe for patients to get out of bed.
- ✗ Patients are not supposed to do their own personal care, such as washing or dressing.

### Benefits of Staying Active in the Hospital

- **Better breathing**
- **Better able to fight infections**
- **Better appetite**
- **Better sleep**
- **Better mood**
- **Better able to manage at home**
- **Less skin breakdown (bed sores)**
- **Less weakness and fatigue**
- **Less dizziness**
- **Less falls**
- **Less pain**
- **Less confusion**

## Facts

- ✓ Research shows that bed rest is not a good way to recover from many different conditions and may actually make recovery time longer.
- ✓ Staying in bed and not moving can lead to problems with breathing, skin breakdown (bed sores), muscle loss, weakness, tiredness and confusion.
- ✓ Although there can be risks to moving around, staying in bed can actually be more risky to overall health and well-being. There are many things that can be done to avoid falls and stay safe while moving around in the hospital.
- ✓ If you don't use it, you lose it! People who stay in bed are at risk of losing their ability to move around and do their own personal care, such as washing and dressing.

## How to Stay Active in the Hospital

- Every little bit of activity can help you to keep healthy. If you are unsure what you are safe to do, ask a member of your health care team.
- Continue to perform tasks that you were able to do at home (dressing/washroom).
- Ask someone to bring your clothes, shoes, grooming supplies and gait aids.
- Sit up for all of your meals, either in a chair or at the edge of a bed.
- Walk around the unit, either alone or with help.
- Do bed exercises on your own throughout the day.

# Hospitalist Role in Your Care

## What is a Hospitalist?

A Hospitalist is a physician who specializes in in-patient medicine. Doctors often do different jobs while working as the Hospitalist including:

- ✓ **Patient rounds.**
- ✓ **Being available for emergencies.**
- ✓ **Being available for the Operating Room (OR).**
- ✓ **May also teach medical students and residents** (you may be asked to have these learners involved in your care, as well as nursing, lab or other students).

## Purpose of the role

- The Hospitalist role offers many advantages. The system has been designed to meet the needs of our community. It is based on similar models that are in place across the province.
- There are two family doctors each week who are Hospitalists. Each doctor is assigned to half the patients within the health centre – excluding the intensive care and obstetrical patients. The assignment happens on Monday morning.
- The admitting department divides and assigns patients to each Hospitalist every week.

## What if you are here for surgery?

Your doctor is the Hospitalist that you are assigned and your Surgeon is responsible for your surgical care.

## What if you are in the Intensive Care Unit (ICU)?

When you are a patient in the ICU, a member of the internal medicine team is the doctor for your care. The Hospitalist may take over your care when you leave the ICU.

## When Hospitalists see patients

The Hospitalists work from 8 a.m. to 4 p.m. on Monday to Friday. They work four hours (usually 8 a.m. to noon) on Saturday and Sunday. Patients who are admitted after 8 a.m. generally do not see the Hospitalist until the next day. Doctors in the Emergency Department will take charge of your care.

## Learn more about Hospitalists

Please speak with your Clinical Team Leader or Clinical Care Coordinator with any questions regarding the role.

The next pages can be separated from this package for use:

- ✓ **'My Medication List' – Print and Fill out**
  
- ✓ **Patient Television and Cable Services Order Form**



<b>Non-Prescribed Medications</b> *Vitamins/minerals, herbal supplements, over-the-counter medications (i.e. Tylenol)	<b>Dose</b> *mg, units, puffs...	<b>Frequency</b> *How many times per day? When?	<b>Purpose</b> *Why do you take it?	<b>Date Start</b>	<b>Date Stop</b>	<b>Notes</b> *Any additional information about the medication

**Keep track of when and who updates your list.**

Please update this list each time you see a doctor, pharmacist or at each health care visit.

**My list was last updated/changed on:**

<b>Date my list was updated/changed</b>	<b>Name of who updated/changed my list (Doctor, Pharmacist...)</b>
Example: June 12, 2014	Example: Dr. Smith

**NOTES:**

---



---



---



---



---

## Patient Television & Cable Services Order Form

### How to Order TV & Cable Services

- To activate TV & Cable services, please call extension 2625 and leave a message with our Security team. Please include your name, room number and bed number (if applicable)
- Please ensure that this form is completed to indicate length of services and payment option

### Service Request Information

Basic TV

Date Ordered: \_\_\_\_\_ # of Days Required: \_\_\_\_\_

Patient Name: \_\_\_\_\_ **\*\* Please ensure correct Patient Name \*\***

Room Number: \_\_\_\_\_ Bed Number (if applicable): \_\_\_\_\_

### Rental Rates **\*\*All prices include HST\*\***

Daily: \$11.30     3 Days: \$27.10     Weekly: \$52.70     Monthly: \$169.50

### Method of Payment

- Cheque (Make payable to West Parry Sound Health Centre)
- Credit Card (Visa or Mastercard)

### Charges and Transactions

Charges will appear as West Parry Sound Health Centre on your credit card statement. Use the secure drop box at the display stand when providing credit card information and payment, or give directly to Security personnel.

West Parry Sound Health Centre collects personal information, including patient name and credit card information for the sole purpose of providing rental services.

**\*\*Please note if you are discharged prior to the deactivation date, you will still be charged for the full rental time fee\*\***

### Credit Card Information

Cardholder Name: \_\_\_\_\_ Card Holder Signature: \_\_\_\_\_

Credit Card Expiry Date:    /       CVC Number:           
                                   M M    Y Y

Credit Card Number: \_\_\_\_\_

**\*\*By Signing this form you authorize the West Parry Sound Health Centre to charge your credit card for the amount listed above.\*\*** If you require a receipt, please check the box and one will be mailed to you

### Security **\*For office use only\***

Date and Time Services Activated: \_\_\_\_\_

Activated By (please print): \_\_\_\_\_

Please indicate if this is a:

TCU patient:  No     Yes            ALC patient:  No     Yes            Child (under 17):  No     Yes

Tracking Number# (mm/dd/yy\_room# e.g. 11.27.2016\_301) \_\_\_\_\_

**\*\*Please send completed form to Finance for billing purposes\*\***

V6 03.21.2017 ms