Gateways Adult Day Center

ADMISSION PROCEDURE

1. **STEP ONE**
   - Have your physician complete and sign the following:
     - Physician Referral form
     - Medication Order form
     - PRN Medication form

2. **STEP TWO**
   - Have the following documents ready.
     - Insurance cards
     - Power of Attorney (Medical or Financial)
     - Guardianship papers (if applicable)
     - DNR (If applicable, we need the pink portable DNR signed by the doctor and client or guardian)

3. **STEP THREE**
   - After the paperwork has been complete, contact our office for a 45 minute appointment to complete the admission process.
     - 603-883-0994