



Charlotte Hall Veterans Home

HMR of Maryland, LLC

29449 Charlotte Hall Rd
Charlotte Hall, MD 20622

Admissions Documentation Checklist

Dear Applicant and/or Family:

Thank you for your interest in Charlotte Hall Veterans Home (CHVH), located in beautiful St. Mary's County, Maryland. We offer skilled nursing care, including a specialized Alzheimer's unit and for those requiring less assistance, we offer Assisted Living in a tranquil setting within easy reach of the nation's capital.

Please complete the admissions packet as quickly as possible and either fax to **301-263-7194**, or mail to the CHVH Admissions office.

The following is a checklist of the materials needed for a complete application:

- DD214 or other proof of honorable discharge from the military
- If spouse, include copy of marriage license
- If divorced – include copy of divorce decree
- Proof of Maryland residency (Drivers license, id card, etc)

For Assisted Living Applicants:

- Must prove two years residency immediately prior to admission to CHVH
- OR**
- Maryland must be listed as the veteran's "Home of Record" on the DD214
- Completed Admission Information forms (enclosed)
- Completed Financial Questionnaire (enclosed)
- Completed Spousal Financial Questionnaire (enclosed) if applicable
- Copy of **last 3** bank statements for any accounts listed, award letters for all monthly incomes, any other pertinent financial information
- Complete VA form 1010EZ (enclosed) Although you may already be enrolled in VA system this application needs be completed to ensure they are enrolled in VA benefits at CHVH
- Complete VA form 10-5345a (enclosed)
- Copy of insurance cards front and back (Medicare, and any supplemental insurance)
- Copy of Power of Attorney/Living Will/Advance Directives
- Flu Vaccine Consent Form (enclosed)
- Signed consent for criminal background check (enclosed)

For Assisted Living Applicants:

- Prior to admission to CHVH, an interview is required to determine medical appropriateness and to determine the applicant's cost of care. This interview will be scheduled only after all required paperwork is submitted to the Admissions Office.

All paperwork including the physician's forms must be completed and turned in before a resident can be admitted to CHVH. If you have any questions about this admissions process, please feel free to contact the Admissions Office at **301-884-8171 ext 409**.