

Admission checklist

Welcome! To help make your admission go smoothly and your stay as comfortable as possible, we ask that you read through this checklist. By following this list, you will arrive with all the necessary documents and personal items. If you have any questions after reading the list, please contact our West Allis admissions department at 800-767-4411, ext. 3781 (toll-free nationwide) or 414-328-3781 (metro Milwaukee area) and ask to speak with the program's admissions coordinator.

What to bring with you

- Latest medical information as directed.
- Photocopies of your most recent psychiatric evaluation and psychological testing reports, if available.
- Photocopy of the discharge summary from your last inpatient stay, as applicable.
- Names, addresses and telephone numbers of current outpatient providers, such as your primary care physician, psychiatrist, addiction physician, addiction counselor and mental health therapist.
- Insurance card, prescription card (if this is different from your insurance card).
- Written list of prescribed medications, any over the counter medications, vitamins or supplements that you take on a routine basis.
- Supply of current prescribed medications in their original container (or unit dose packaging) in case we face any difficulties in arranging medication supplies when you are admitted.
- \$100 in cash or credit card for spending on personal care items or on the costs of outings. We have a safe available for your use, but bringing along valuables or a significant amount of cash is not recommended.

Recommended Items:

- Comfortable clothing appropriate for the season. *Clothing and jewelry which refer to alcohol, drugs or tobacco, or promotes violent behavior are not allowed.*
- Proper clothing for indoor and outdoor group activities:
 - Flexible clothing for practicing yoga / stretching.
 - Shorts or gym shorts, swimsuit and athletic shoes for use at the local YMCA.
 - Proper footwear (boots, tennis shoes) outdoors.
 - Outdoor seasonal clothing: jacket, hat, gloves and boots for winter activities
- Robe, slippers, sleepwear.
- We provide linens (towels, washcloths, sheets, comforter and pillow); however, you may bring your own if it makes you more comfortable.
- Personal hygiene items (toothpaste, toothbrush, shampoo, comb, deodorant, cosmetics, etc.). *No alcohol-based products are allowed, so please check to make sure that alcohol is not listed as one of the top three ingredients.*
- Cell phones *without cameras* are permitted.
- An alarm clock
- A watch

Optional Items:

- Stationery, stamps and envelopes.
- Pens, pencils and notepads.
- Reading materials (books, magazines, Kindles) for relaxation (staff may disallow inappropriate content, magazine covers, etc.).
- Hair dryer, curling iron.
- Pictures of family and friends for your room.
- Personal items that will make your stay more comfortable are welcome (for example, a small radio or CD player). iPods and MP3 players *without cameras* are permitted.

Items Not Allowed:

- Staff will have a family member take these items back home if you bring them with you.
- ✗ Any items restricted by law
 - ✗ Candles or incense
 - ✗ TVs or personal DVD players
 - ✗ Personal computers
 - ✗ Cameras or other personal electronics with built-in cameras
 - ✗ Personal hygiene products that have "alcohol" listed as one of the top three ingredients (please check any perfume/cologne, hair spray, shampoo, conditioner, mouth wash, deodorant)

Please review other side for important information

If you smoke

We recognize that many people who come to the center for treatment are smokers or use smokeless tobacco/nicotine products. We also recognize that many people with tobacco/nicotine addiction want to quit. Stopping nicotine use is important in having success stopping the use of other addictive drugs.

Our addiction medicine physicians will assess nicotine addiction upon admission and will offer education and medical support to assist patients with nicotine addiction in achieving or maintaining abstinence from tobacco use. Evidence based pharmacotherapies for nicotine addiction will be offered as indicated including nicotine replacement therapies as a transition.

Abstinence while in addiction treatment is encouraged for our patients just as is abstinence from alcohol, cannabis, other addictive drugs. Nicotine is approached as an addictive drug in treatment planning and in group and individual therapy. Patient education materials and family education materials are also provided to assist with recovery from addiction that includes nicotine. For persons who want to address their addiction involving tobacco/nicotine while at the center, any relapse to tobacco while in treatment is addressed clinically and may be approached via intensification of the treatment plan as indicated. To support patients who are trying to achieve or maintain abstinence from tobacco use, we expect that tobacco products (cigarettes, cigars, pipes, snuffs, chewing tobacco, etc.) or ignition materials (lighters, matches, etc.) will be kept out of view of other patients who may be trying to quite or not relapse to smoking during their stay; use of these items is allowed only in the Herrington Center for Mental Health and Addiction Recovery's designated smoking area outside of building.

Family members and/or friends accompanying you should know that, even though allowances are made for residents in treatment to smoke in a designated smoking area, Rogers Behavioral Health's West Allis hospital is smoke-free. Family members and visitors are unable to smoke anywhere on our property and are not allowed to use the designated smoking area.

Vehicles

You may have a vehicle while at Rogers; however, it must be registered at the program's staff office and your license plate number recorded. Vehicles must be parked in the designated parking lot and keys must be turned in upon admission. While in treatment access to vehicles must be approved by treatment team. Vehicle use during treatment may be approved when/if leadership status is obtained or upon discharge.

Pharmacy and medication information

Rogers Behavioral Health contracts with an outside pharmacy that provides services for numerous health care organizations in the area and provides the best possible services for you and your family.

Bring your medications in their original container or unit dose packaging (ask your local pharmacist for this service). Unit dose packaging is a state regulation requirement intended to ensure the safe handling and storage of medications in our facility.

Nursing information

We do have nurses who are an important part of the center's clinical team; however, this is primarily for consultative services. Please address any major medical issues prior to your admission, using your personal physician and consultants from your home area. We do have physicians on staff at Rogers Behavioral Health who work at the Oconomowoc campus to address general medical issues which may arise during a person's treatment stay at the center.

Billing information

We also want to make you aware that you will receive separate invoices for psychiatry services, for any consultations, medications or lab services ordered by the physician. These invoices are your responsibility. You will receive a statement of these charges, regularly, while you are in treatment. If you have any concerns about this, please contact patient financial services at 262-303-2180 or CS-PFS@rogersbh.org