

Application Form

Residential Aged Care Permanent and Respite Care

About this Application

Complete this application for consideration to enter into either permanent or respite care within the Mercy Community Aged Care Residence. This form is completed by 'you' (the applicant) or on behalf of the applicant for Residential Care.

How did you hear about Mercy Community Aged Care?		
<input type="checkbox"/> Marketing campaign	<input type="checkbox"/> My Aged Care	<input type="checkbox"/> GP
<input type="checkbox"/> Mercy Community website	<input type="checkbox"/> Hospital	<input type="checkbox"/> Placement agency
<input type="checkbox"/> ACAT	<input type="checkbox"/> Local Church/Parish	<input type="checkbox"/> Financial planner
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Internet search	<input type="checkbox"/> Signage
<input type="checkbox"/> Other (<i>please specify</i>):		
Have you toured the Mercy Community Aged Care Residence? If no, we will contact you to make a time for a tour of the residence. When we have received a copy of this application, the ACAT including the full assessment and your current health summary (obtained from your doctor).		
<input type="checkbox"/> Yes		
<input type="checkbox"/> No		
The type of Residential Care I am applying for is (<i>please tick one</i>):		
<input type="checkbox"/> Permanent Care		
<input type="checkbox"/> Respite Care		
Have you completed an assessment by the Aged Care Assessment Team (ACAT)?		
<input type="checkbox"/> Yes (Please provide referral code/s below)		
Respite Care: _____		
Permanent Care: _____		
<input type="checkbox"/> No (Application will not be considered until approval is provided)		
If Permanent Care is required , has an income and assessment been lodged with Centrelink? Mercy Community recommends this is completed as soon as possible, along with regular follow-up with Centrelink. (If you are a DVA client and haven't lodged your income and assets assessment yet we recommend you submit with Centrelink rather than DVA itself as this seems to be a faster process.)		
<input type="checkbox"/> Yes		
<input type="checkbox"/> No		

Applicant Details			
Date of application			
Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Other: _____		
Full name			
Preferred name/s		DOB	
Address			
	Suburb		Postcode

Contact numbers	Home		Mobile	
Email address				
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Indeterminate	
	<input type="checkbox"/> Intersex	<input type="checkbox"/> Prefer not to share	<input type="checkbox"/> Other: _____	
Marital status	<input type="checkbox"/> Married	<input type="checkbox"/> Never married	<input type="checkbox"/> Separated	
	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed	<input type="checkbox"/> Prefer not to share	
Sexual Orientation	<input type="checkbox"/> Straight/Heterosexual		<input type="checkbox"/> Gay or Lesbian/Homosexual	
	<input type="checkbox"/> Bisexual		<input type="checkbox"/> Transgender	
	<input type="checkbox"/> Prefer not to share			

Legal Details					
Has anyone been appointed as my <i>(please tick)</i>					
<input type="checkbox"/> Enduring Power of Attorney: <input type="checkbox"/> Administrator <input type="checkbox"/> Guardian <input type="checkbox"/> Financial <input type="checkbox"/> Personal <input type="checkbox"/> Health/Medical treatment					
Enduring Power of Attorney (1)					
Given name/s		Surname			
EPOA relationship	<input type="checkbox"/> Sole decision maker	<input type="checkbox"/> Joint decision maker	<input type="checkbox"/> Several decision makers		
	<input type="checkbox"/> Other				
Address					
	Suburb			Postcode	
Contact numbers	Home		Mobile		
Email address					
A certified true copy of the entire document has been provided? (If no, please provide ASAP.)				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Enduring Power of Attorney (2)					
Given name/s		Surname			
EPOA relationship	<input type="checkbox"/> Sole decision maker	<input type="checkbox"/> Joint decision maker	<input type="checkbox"/> Several decision makers		
	<input type="checkbox"/> Other				
Address					
	Suburb			Postcode	
Contact numbers	Home		Mobile		

Email address			
A certified true copy of the entire document has been provided? (If no, please provide ASAP.)			<input type="checkbox"/> Yes <input type="checkbox"/> No

Primary Contact or Representative

This is the person that Mercy Community Aged Care Services will contact in relation to matters specified by the applicant as their primary contact. This person is required to disseminate all such information to other family members/representatives as specified by the applicant on their behalf. Mercy Community will only contact the primary contact/representative.

Given name/s		Surname	
Relationship to me/applicant			
Address			
	Suburb		Postcode
Contact numbers	Home		Mobile
Email address			

Benefit Details

Medicare Card no.			
Position on Medicare Card		Expiry date	
Australian Pensioner Concession?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Pension type	<input type="checkbox"/> Full <input type="checkbox"/> Part <input type="checkbox"/> Other: _____		
Pension Card no.		Expiry date	
DVA Card no.			
DVA Card type	<input type="checkbox"/> Gold <input type="checkbox"/> White <input type="checkbox"/> Orange	Expiry date	
Health Fund			
Health Fund no.			

Medical Details

General Practitioner's name			
Practice/Surgery name			
Address			
	Suburb		Postcode
Contact numbers	Telephone		Fax
Email address			

Does your General Practitioner (GP) agree to provide medical care for you at Mercy Community, including the admission, care outside of their normal Practice/Surgery hours and in the event of illness or injury?

- Yes
 No (there are GPs who regularly visit Mercy Community, and this can be discussed at the interview)

I have provided a copy of my current health summary from my GP.

- Yes
 No

My primary reason for seeking Residential Aged Care

i.e. Dementia

Any secondary disability or health conditions (if applicable)

- Visual Impairment Please provide details:
 Hearing impairment
 Neurological
 Other: _____

Pharmacy Details

Permanent Care	Current pharmacy				
	Address				
		Suburb		Postcode	
	Contact no	Telephone		After hours	
	Email address				
	Mater Pharmacy is the main supplier for Mercy Community, and I am happy to commence supply.				
<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(please supply details of your preferred pharmacy supplier, ensuring your preferred pharmacy can deliver to the residence and all medication is packed in sachets)</i>					
Respite Care	The applicant must supply all medications, packed in a dose administration aid. The applicant must supply enough medication for the first two (2) weeks of their respite stay.				
	<input type="checkbox"/> Acknowledged that all medications must be supplied and packed in a dose administration aid (blister – e.g. Webster or sachet pack only).				

Electoral Roll Details		
Are you on the Electoral Roll and wish to continue to vote?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Change of address form to be completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application for removal of name from Electoral Roll completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Religious, Spiritual and Cultural Details	
My religious and spiritual practice <i>(please specify i.e. Catholic)</i>	
Cultural background	
<input type="checkbox"/> Non-Indigenous <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Maori	<input type="checkbox"/> Australian <input type="checkbox"/> Culturally and Linguistically Diverse (specify): _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Do not wish to disclose
Language/s spoken at home	
<input type="checkbox"/> English <input type="checkbox"/> Other <i>(please specify)</i> :	
Communication/interpreting requirements	
Would you like an interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Advanced Care Plan or Directive
Have you completed an advanced health directive/statement of choices? <i>(These documents must be completed and made available prior to or upon admission.)</i>
<input type="checkbox"/> Yes (provide a certified copy) <input type="checkbox"/> No (information regarding Statement of Choices will be provided to you to complete with your GP and/or Legal Advisor)

Funeral Director Details			
Do you have funeral plans in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Name of Funeral Director			
Suburb			
Contact numbers	Telephone		Mobile
Email address			

Previous Residential Aged Care Accommodation Details			
<i>Complete if applying for Permanent Care ONLY</i>			
Have you lived in an Aged Care Residence within the last 28 days?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, did the applicant pay a lump sum or daily/monthly charges?			
<input type="checkbox"/> Lump sum		<input type="checkbox"/> Daily/monthly charges	
Residence name			
Residence address			
	Suburb		Postcode
Contact numbers	Telephone		Fax
Email address			
Date of first permanent admission to Residence			
Accommodation charge	\$		
Original bond value	\$		

Important notes in relation to Residential Aged Care payments:

You must submit an application to Centrelink for them to assess your income and assets.

1. If you do not submit an application to Centrelink and choose not to disclose your income and assets you will be charged the full amount of fees.
2. It can take some time for applications to be assessed. It is important that the application is submitted as early as possible
3. Mercy Community can only apply fees as directed by the Commonwealth Department/Centrelink assessment. In the instance where either the application has not been submitted or has not as yet been assessed, full fees will be applied. Where the assessment from Centrelink demonstrates that fees are lower than that being paid, the difference will be refunded.

There are 3 different fees that can be applied:

Daily care fee	<p>Everyone regardless of their financial status pays the daily care fee. Those who have a full pension and no other income or assets, they will be assessed as concessional and pay the basic daily care fee (as per the attached schedule).</p> <p>Those who do have assets or income, the Department sets the additional fees.</p>
Income tested fee	<p>Assessed by the Department, dependent on income derived from other sources (not the aged pension). This is applied as a daily amount. A letter setting out this amount is sent by the Department to the resident/their representative. If the Provider does not receive a letter from the Department setting out the amount of the fee the full amount is charged – refundable on receipt of this assessment only.</p> <p>Once annual and lifetime caps are reached you cannot be asked to pay further income tested fees.</p>
Asset assessment – the accommodation payment	<p>This is assessed by the Department. This is dependent on the level of assets and the amount of the Refundable Accommodation Payment (RAD) paid as a lump sum and agreed to between the Provider and Resident. The RAD is fully refunded on exit from the service.</p> <p>Note that refunds can only be actioned once probate has been declared. This can take some time and is outside the control of the Provider.</p> <p>If an asset assessment has not been received from the Department and an accommodation payment has been agreed to, a daily payment (DAP) is applied as per the attached schedule. This amount is not refundable and is applied until the assessment has been received. As this amount is reduced from the subsidy received by the Provider this must be recovered from the Resident.</p> <p>Note that the minimum amount must be left is \$49,000. If a RAD or DAP has been paid drawing down on the original RAD, this can be re-assessed and the Department will issue a new assessment.</p>

Financial Information	
Complete if applying for Permanent Care only . The details form must be completed before consideration can be made to your application. <i>Use estimates until finalisation by the Department of Human Services and/or your Financial Advisor.</i>	
Applicant full name	Date
Does the applicant have a partner? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the applicant receive any pension? <input type="checkbox"/> Age Pension <input type="checkbox"/> DVA Pension <input type="checkbox"/> Blind Pension <input type="checkbox"/> None	
Does the applicant have any other forms of income?	
<input type="checkbox"/> Other Income	\$ _____/month
<input type="checkbox"/> Superannuation Pension	\$ _____/month
<input type="checkbox"/> Account Based Pension	\$ _____/month
<input type="checkbox"/> Overseas Pension	\$ _____/month
<input type="checkbox"/> Employment Income	\$ _____/month
Does the applicant currently own a home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will anyone remain living in the home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
NET market value of the home?	\$ _____ (estimate value if unknown)
Does the applicant intend to keep the home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant gifted any assets in the last five (5) years?	
Date: _____	\$ _____ (value)
Date: _____	\$ _____ (value)
Date: _____	\$ _____ (value)
Details of the applicant's assets, investments or debt	
<input type="checkbox"/> Real estate (other than their own home)	\$ _____ (value)
<input type="checkbox"/> Home contents	\$ _____ (value)
<input type="checkbox"/> Motor vehicle, boats, caravans or trailers	\$ _____ (value)
<input type="checkbox"/> Special collections (stamps, artwork, antiques)	\$ _____ (value)
<input type="checkbox"/> Cash (not kept in financial institution)	\$ _____ (value)
<input type="checkbox"/> Bank accounts, building societies, credit unions	\$ _____ (value)
<input type="checkbox"/> Shares, options, convertible notes in listed/ unlisted companies	\$ _____ (value)
<input type="checkbox"/> Managed funds or term deposits	\$ _____ (value)
<input type="checkbox"/> Insurance or Government Bonds	\$ _____ (value)
<input type="checkbox"/> Funeral bond	\$ _____ (value)
<input type="checkbox"/> Prepaid Funeral	\$ _____ (value)
<input type="checkbox"/> Life insurance (that can be cashed out)	\$ _____ (value)
<input type="checkbox"/> Debt	\$ _____ (value)

Billing Details			
Where do you wish to receive any billing information, accounts and statements to?			
Given name/s		Surname	
Relationship to me/applicant			
Address			
	Suburb		Postcode
Contact numbers	Home		Mobile
Email address			

Other comments or information you'd like to share

Authorisation			
The information provided to Mercy Community in this form is true and correct to the best of my knowledge.			
Given name/s		Surname	
Relationship to me/applicant			
Signature		Date	