Center City Admissions Checklist

Required for Admission:

- **Prior to your admission**, an email will be sent to your inbox regarding registration into our Patient Portal, My Recovery Compass. Please follow the link and instructions in the email to register.

- **Please be sure to arrive on campus at least 15 minutes prior to your appointment time**

- Patient’s must provide one valid identification.
  - *If a valid ID is not provided on admission, patients have 72 hours from admission to provide the ID in order to continue participation in the program.* Valid forms of ID include:
    - Driver’s License or State Identification from any U.S. state or territory; a State Government Issued Certificate of Birth, a U.S. Active Duty/Retiree/Reservist Military ID Card or a Passport from any country.
    - *If a Social Security Card, a Certificate of Citizenship, or a Certificate of Naturalization is provided, a secondary form of identification will be required.*

- Bring your insurance card(s), your prescription insurance card(s) (if separate) and a credit card for pharmacy charges.

- Bring your cell phone. It will be used during registration and then stored within safekeeping for the duration of your stay on the residential treatment unit. You will have access to computers and land line phones. If you will be making long distance or international calls, please bring a calling card. Local calls are at no charge.

- **Because of COVID-19 Precautions**, admitting patients will need to have a Fever Discharge Plan, the purpose of the Fever Discharge Plan is to ensure that the patient has a solid plan for leaving the facility promptly should the patient begin to experience symptoms such as fever or cough.

Medication:

- Please bring a 30-90-day supply of all prescription medication(s) in the current prescription bottle(s) with the exception of any mood altering or controlled substances. Any mood altering or controlled substances are not allowed upon admission, including prescriptions. If they are brought in, they will be destroyed.

- We allow only provider prescribed vitamins and/or supplements. If prescribed by a provider, they must be in an unopened, sealed bottle, or in an original prescription bottle. Open bottles will be destroyed upon admission. If not in a prescription bottle, you must have written proof that the supplement/vitamin was prescribed by a provider.

- Any products containing CBD or its derivatives will be confiscated and destroyed.

- Do not bring herbal remedies, muscle-building supplements or energy drinks.

- Please do not bring any medication, pills or supplements in baggies or medication holders with loose medication or mixed in a single bottle. Do not bring in expired medication. If they are brought in, they will be destroyed.

- Our medical provider will determine which prescription medication(s), over-the-counter medication(s), vitamin(s), and/or supplement(s) will be continued upon admission. Medication(s) related to detox only are included in detox rates. For all other medication(s), patients are responsible for obtaining any necessary refills or new medications prescribed during treatment. We have a local
retail pharmacy which can accommodate this need or work with your home pharmacy to transfer prescriptions if needed. Patients are responsible for prescription payment directly to the retail pharmacy, via credit card.

- If diabetic, have a chronic viral illness, or any specialty medical conditions/medications, including injectable medications, please bring in a month’s worth of equipment and supplies. If additional supplies are needed after admission and the local pharmacy cannot provide them, we will ask you have them shipped from home.

- Bring your insurance card(s), your prescription insurance card(s) (if separate) and a credit card for pharmacy charges.

**What to Bring:**

- If you have been diagnosed with COVID in the 90 days prior to your admission, please bring either a copy of your COVID test result (including date of test) or written documentation from your healthcare provider confirming your COVID diagnosis.

- If you have had COVID vaccination, please bring the documentation of the vaccination.

- Casual clothing (about a 5-7 days’ supply) along with exercise clothes and a raincoat (Laundry items such as detergent, towels and linens are provided). Dress code is casual and comfortable, but should not be revealing or provocative. No clothing or items should reference drugs or alcohol or anything potentially offensive to someone.

- You may bring items such as non-aerosol hair spray, alcohol free mouthwash, and body lotion. *Avoid toiletry items with alcohol in them.*

- Please bring your own unopened cigarettes and chewing tobacco as we do not sell them on campus.

- Due to the continuing efforts to provide a safe environment for patients and staff at Center City, we recommend bringing a debit or credit card as all purchases are completed via a card reader and we are not able to accept cash, or to cash checks. Thank you for your help and understanding with this change in day to day procedure. We feel it is in the best interest for the safety of everyone on campus.

  - **NBC Cafeteria, Jazzman’s Coffee Shop and Serenity Corner** we will be accepting cash, check, credit and debit cards for purchased of Hazelden Betty Ford Foundation gift cards ONLY, which are available for purchase on:

    o Mondays and Wednesdays from 8:00 am to 3:30pm at Jazzman’s and
    o Fridays from 12:00 noon until 5:00pm at Serenity Corner

- **If on probation or parole out of state:** please bring a copy of your travel permit and/or interstate compact.

- Please contact your HR department to obtain required documentation if you are planning to use FMLA and/or Short-Term Disability.

- Please bring your alarm clock (no clock radios).
What not to bring:

- Sporting/exercise equipment, television, iron, pornography, open food/drink, expensive jewelry, heating pads, electric blankets, and any electronics with internet access or camera (other than cell phone).
- E-cigarettes and vape devices are now considered hazardous waste and will be disposed of upon admission.
- Weapons nor ammunition. Ammunition will be confiscated and destroyed.
- Hairspray, perfume/cologne, essential oils, aftershave, hair color, nail polish remover, mouthwash and aerosol items.
- Nicotine cessation products, cigars, rolling tobacco/pipe tobacco or clove products. If brought, they will be destroyed. Butane fuel lighters and cigarette rolling machines are not allowed.
- Energy bars/drinks, protein powders/bars, and vitamin drinks.
- Items that hold great personal attachment.

Travel Information:

- If flying, Hazelden Center City offers transportation services. These services must be arranged with your Patient Access Coordinator at least 1 day prior to your flight. Pick-ups are between 9:00am-11:00am, 11:00a – 2:00pm and 3:00pm –4:00pm.
- Hazelden Driver will take temperature and provide you a mask to wear prior to entry of the vehicle.
- If using Hazelden transportation and flying into MSP International Airport, Hazelden transportation will pick you up at Baggage Claim Carousel 1 or 2 of Terminal 1.
- If flying into Terminal 2 (airlines Iceland air, Air Tran, Southwest and Sun Country), our driver will meet you at the terminal. It may be up to a 2 hour wait for pick up if you choose to use Hazelden transportation.
- If flying into a regional airport/private charter, Hazelden transportation will meet you at the gate.
- Other services that will pick up at the airport are:
  
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<thead>
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<th>Service</th>
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<tr>
<td>Suburban/Green &amp; White Taxi</td>
<td>651-222-2222</td>
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<td>Blue &amp; White Taxi</td>
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<td>Airport Taxi</td>
<td>651-888-8000</td>
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<td>Elite Transportation &amp; Limo</td>
<td>612-209-8888</td>
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<tr>
<td>Lee’s Limo</td>
<td>651-462-5466</td>
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- If driving, please follow the signs for admissions.
- You may have your vehicle on campus. It is subject to be searched prior to use and anytime thereafter.
Upon admission:

- Treatment units are scent free. Campus is alcohol and drug free.
- You will complete admissions paperwork, including a privacy practice notice discussing your rights as a patient receiving alcohol and drug treatment services. You will also receive a drug screen at this time.
- Medical staff will assess you for detox upon admission. Once medically stable, you will transfer to the treatment unit.
- **Smoking is not allowed on our medical unit; it is allowed on the treatment units in designated areas only.** You may request nicotine cessation products from our nursing staff.
- If you are diagnosed with an Opiate Use Disorder, our medical staff will prescribe a Narcan Kit for you through your pharmacy benefits. You may be required to cover some portion of the cost, based on your pharmacy benefits.
- Please inform staff of any special dietary needs.
- Hazelden Betty Ford is a training institution. Health care professionals, medical students, medical residents, Fellows and other professionals may be observing and/or participating in the care and treatment patients receive while at Hazelden.
- You will be required to submit to a search of luggage and personal items.
- Due to COVID-19, safety measures at the Center City Campus within our fitness center have been greatly increased. Currently, the pool is closed and gymnasium and fitness facilities hours are limited. The outside trails are open.
- Hazelden makes every effort to provide you with high quality care; however, there are situations in which we may not be able to meet your needs in this setting. If necessary, we will provide you an appropriate referral or transfer.

Family/Visitor Information:

- **Due to the current COVID-19 outbreak and subsequent regulations by the State of Minnesota and Chisago County, no visitors are allowed on campus at this time.**
- We are providing a Virtual Family Program at NO CHARGE for those who are 13 years old and older. Contact the Family Program office at 651-213-4112 to register.
- Children Program is offering phone consults and resources for patients and family who have children ages 6-12. You may also contact the Children’s department at 651-213-4720 to register.
- Family members may call, email, and send mail to the patient. If the patient wishes to receive mail or phone calls, the patient is responsible for informing family their specific unit phone number and mail stop number.
- Gift cards are available for purchase at Serenity Corner. Any amount can be added to these gift cards, however, there is no refund if the balance is not used. Contact Serenity Corner at 651-213-4090 between the hours of 12pm-5pm CST for any questions.

*HBFF is able to provide a completion for treatment letter, however, fit for duty assessments must be completed by your primary provider.*