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 5 minutes prior to your appointment time**
- Patients 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 first week of treatment. Cell phone is returned around 1 week into high intensity outpatient with recovery housing if approved by unit manager. Once returned, cell phones, computers and/or tablets must be turned off during treatment groups. If you will be making long distance or international calls on our landline, calling cards are available for purchase (125 minutes for $6.25) in our book store. Local calls are at no charge.

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.
• You may be authorized by the medical team to self-administer your own medications. They will need to be locked in your personal safe and taken as prescribed.
• Bring your insurance card(s), your prescription insurance card(s) (if separate) and a credit card for pharmacy charges.

What to Bring:

• Prior to your admission, fax a copy of your History & Physical completed in the past 12 months.
• Prior to your admission, fax a copy of your tuberculosis test (“Mantoux test”) results completed (and cleared) in the past 30 days.
• Casual clothing (about 5 – 7 days’ worth) along with exercise clothes and a rain coat. Laundry items such as detergent, towels, and linens are provided. Dress code is casual and comfortable. Clothing or accessories should not display references to drugs or alcohol, gang affiliation, politics, or anything that could be potentially offensive to someone.
• Toiletry items; toiletries containing alcohol are not permitted.
• Alarm clock.
• Please bring your own unopened cigarettes and chewing tobacco as we do not sell them on campus. Please bring enough tobacco products to last you for the duration of your treatment stay.
• We recommend bringing between $150-200 of personal money. We are unable to cash any checks over $50. There is a personal safe in each room to store monetary items. We are not responsible for lost or stolen items.
• You may bring your laptop for work assignments. Internet access is available.
• 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. ***HBFF is able to provide a completion of treatment letter and is able to assist with completing FMLA and leave paperwork; however, fitness for duty assessments or return to work letters must be completed by your outside primary care provider.

What not to bring:

• Sporting/exercise equipment, television, desktop computer, speakers, iron, pornography, open food or drink, expensive jewelry, heating pads, electric blankets, blankets, and pillows. Tablet devices are only allowed in high intensity outpatient treatment with recovery housing after certain treatment milestones have been met.
• E-cigarettes and vape devices are considered hazardous waste and will be disposed of on admission.
• Weapons and ammunition. Ammunition will be confiscated and destroyed.
• Hairspray, perfume/cologne, essential oils, aftershave, hair color, nail polish remover, alcohol-based mouthwash, nail glue, and aerosol containers.
• *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, candy, vitamin drinks or any open food/drink.
• Items that hold great personal attachment.

**Travel Information:**

- If flying, Hazelden does not offer transportation services. We recommend flying into PDX and contacting Northwest Limo at 503-282-5414, Broadway Cab at 503-333-3333, Radio Cab at 503-227-1212, Royal Airport Shuttle at 503-222-3317, Enterprise Car Rental at 503-538-4010, Caravan Airport Transportation at 503-288-5102, or a ridesharing service (such as Uber or Lyft). Arrangements need to be made in advance to ensure availability.
- If driving, please follow the signs for admissions and park in one of the designated parking spots for patients and families.
- You may have your vehicle on campus. It is subject to search 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 be required to submit to a search of luggage and personal items.
- You will be required to provide an observed urine sample and Breathalyzer test for substance screening purposes.
- If you require detox upon admission, you will remain on the medical unit until cleared by our medical doctor to transfer to the high intensity outpatient program. This is separate from the high intensity outpatient services and billed separately.
- **For safety reasons, smoking is not allowed while you are a patient in detox.** Once transferred to the high intensity outpatient and recovery housing unit, smoking and the use of chewing tobacco are allowed in designated areas only. You may request nicotine cessation products from our nursing staff. We offer a nicotine recovery group for those interested in quitting.
- If you are diagnosed with Opioid 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. You will be given your Narcan kit upon your discharge from our facility.
- Hazelden is able to accommodate requests for vegetarian diets; however, we are unable to accommodate a true vegan diet at this time.
- Hazelden is a training institution. Health care professionals, medical students, medical residents, fellows, counseling interns, and other professionals may be observing and/or participating in the care and treatment patients receive while at Hazelden.
- Plan to attend all treatment activities on the scheduled days/times. If approved by your counselor, you may have your own vehicle on campus. A valid driver’s license, copy of current insurance card(s) and current registration are needed. It is subject to search prior to use and anytime thereafter.
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 to another HBFF facility.

**Family/Visitor Information:**

- Family members are encouraged to participate in our Virtual Family Program, a one-day intensive workshop for our patients’ loved ones. Please visit [https://www.hazeldenbettyford.org/treatment/family-children/family-program](https://www.hazeldenbettyford.org/treatment/family-children/family-program) for more information and to register or call (844)801-5165.
- **Family members may call,** email and send mail to the patient. The patient number is 503-538-0900. Patients are responsible for notifying their family of the specific postal address if they wish to receive mail.
- Due to the current COVID-19 outbreak and subsequent regulations by the Oregon Health Authority, no visitors are allowed on campus at this time. However, patients may visit “virtually” (e.g., via FaceTime, Skype, or other videoconferencing means) with their families and friends during the following times:
  - Wednesdays 6:00 - 7:30pm (all patients)
  - Saturdays 3:00 – 5:00pm (female patients)
  - Sundays 3:00 – 5:00pm (male patients)

**COVID-19**

- As part of Hazelden Betty Ford’s commitment to keeping you and others safe and healthy while in our care, we currently require COVID-19 testing for all incoming patients as part of our admission process. This helps keep our campus safe so you can focus on your treatment and recovery. When you arrive to campus, you’ll alert staff of your arrival by calling the number posted on the signs at the designated COVID-19 Testing area. We provide a rapid COVID-19 test to all patients approved for admission; results are available within 20-30 minutes. Following completion of the test collection, we ask that you remain in your parked vehicle or in the COVID-19 Testing Tent. Staff will be in contact with you once your results are available. There will be no exceptions for roaming around the campus or visiting the bookstore. You are to stay in your car or in the designated COVID-19 Testing Tent. Any person found walking around campus prior to test results will be directed to leave the campus immediately and will not be admitted.
- Four days after arrival on campus, all patients will receive a second COVID-19 test.
- Our infection control and prevention plans outline that HBFF will discharge patients who test positive for COVID-19. Because of this, all patients need to make arrangements for one of the following prior to admission: 1. A local resource who will be immediately available to pick up the patient from our site, 2. A specific plan for how to get home that does not rely on public transportation.
- Anyone on any of our campuses is required to wear a face mask. Patients are only able to take them off to sleep, eat/drink, smoke, when alone in their rooms, and bathe. **This is a CDC recommendation** that we follow as an organization and is one of the many measures we employ for your safety and the safety of our staff. Other infection control precautions include social distancing, limiting group size and maximizing group spaces, regular handwashing, utilizing protective Plexiglas barriers in certain high-traffic areas of the buildings, disinfecting common areas throughout the day, and having emergency discharge plans in place pre-entry.
Stay-at-Home Guidelines

- Day treatment patients are currently following the stay-at-home guidelines as indicated by the state of Oregon to reduce patients’ exposure to and transmission of COVID-19. In accordance with these guidelines, day treatment patients are able to go off campus for essential tasks only and at certain times. **Essential tasks include:**
  - Medical or behavioral health appointments that cannot be facilitated virtually or by phone
  - Picking up medication
  - Legal appearances that cannot be rescheduled or facilitated virtually or by phone
  - Purchasing items necessary for treatment (such as hygiene products)
  - Other outings expressly approved by supervisory staff

- Day treatment patients are able to leave campus with a HBFF driver at the following times to complete these essential tasks:
  - Thursdays 3:00 – 4:30pm (Men)
  - Fridays 3:00 – 4:30pm (Women)

- In order to reduce potential exposure and transmission to patients, friends and family members are not able to transport patients for essential tasks. This also means that day treatment patients are currently not able to leave for weekend passes with friends and/or family members.