



## DUNWOODY VILLAGE

3500 West Chester Pike • Newtown Square, PA 19073  
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Hearing Impaired 1-800-654-5984 • [www.dunwoody.org](http://www.dunwoody.org)



### STATEMENT OF ADMISSION PROCEDURE

We are pleased that you are planning to join us at Dunwoody Village. The following are the steps for admission currently in effect at Dunwoody Village. These procedures are subject to change by Dunwoody management and are submitted for information purposes only:

1. We suggest that all applicants visit Dunwoody Village, inspect the Community and discuss residency with a member of our staff before completing a Priority List Agreement (application form).
2. The application will be processed when the applicant completes the Priority List Agreement, pays the required fees and completes the Financial Statement and is financially qualified. Their name will then be added to the Priority List (waiting list).
3. Please complete the Priority List Agreement and Financial Statement.
4. When a residence of the type requested by the applicant becomes available and their name is at the top of our Priority List, we will ask the applicant to inspect the residence and make a decision regarding occupancy.
5. Upon acceptance of a residence, the applicant will update the Financial Statement for review by the Controller. We will send a letter to the applicant outlining the admission process:  
1.) one year's medical records sent to our Medical Director; 2.) a nursing evaluation by the Wellness Staff; 3.) a review of the applicant's health insurance coverage; 4.) a brief interview with the Director of Operations.
6. Final approval will be granted after review by our Medical Director and President/CEO.
7. When an occupancy date is determined, two copies of the Residence Agreement will be mailed to the applicant. Both Residence agreements should be signed by the applicant(s) and returned to the Marketing Office. After both copies are signed by our President/CEO, one copy will be returned to the applicant(s) and one placed in the applicant's file.
8. The applicant will meet with the Controller to schedule payments of the entrance fee. This is a one-time fee paid upon completion of the admission requirements. The monthly fee is due upon entrance to Dunwoody Village.