



New Patient Fax Cover Sheet

Please complete this sheet and use as your fax cover sheet when sending Twin Cities Physicians and admission paperwork (all fields must be completed).

Name of Community: _____

Room #: _____ Date Resident Expected: _____

Resident Name: _____ DOB: _____

Notes: _____

Please check one and send the related documents:

- Rehab/TCU Long-Term Care Assisted Living Independent Living
• Nursing Management?
Y / N

Please Fax or Email the following:

- Facesheet POA paperwork Treatment consent
 Insurance card History & Physical ABN
 SSN Discharge Summary
 Current Med List Past 6 mon Labs
- Check if patient is enrolled in hospice

Send Us All Information:

- By Fax: 763.312.1800
- By Email: newadmit@mymgs.org
- Questions? Call MGS Admissions: 218-522-7900
- Want this process to be easier? Call and ask about our Google Form!