

**NORTH SOMERSET COUNCIL
ADULT SOCIAL SERVICES & HOUSING
COMMUNITY MEALS ON WHEELS AUTHORISATION (NS72A)**

Telephone Number: 01275 882155

Fax Number: 01275 882863

Round
(For internal use only)

Swift Number and Notes (For internal use only):

For internal use only: (Please tick when job completed)

Swift number recorded on smartt	Swift notes recorded on smartt	Review date entered on Smartt	GIS number noted on smartt	2 week reminder entered on smartt	Account sheet printed for invoicing	Referral source completed on excel	Any signposting noted on excel

Personal Details

Surname: Mr/Mrs/Ms/Ms

Forenames: Known as:

Address: Post Code: Lives alone: Yes/No

Telephone Number: D.O.B:

Warden/Manager: Tel. No.

Access

Directions to property:

How to get in:

Door access code:

Referral Details

Referred by:	Tel No.	Relationship:
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Information received from:

Reason for referral:

How would you like the ethnic origin recorded:

Other Services

Dr:	Surgery:	
Tel No:	Any other health workers:	
Social Worker:	Team:	Tel No:
H/C Agency: Visit patterns:	Carelink Yes/No	Tel No:

Day Care/Lunch Clubs: M/T/W/T/F Where:

Special Requirements

Dietary needs: (eg diabetic/pureed/ethnic)

Medical conditions: (eg sight or hearing loss)

Risk factors: (eg confusion/epilepsy/falls)

Preferences/allergies: Eg. Curry/Liver?

Service Requested

Hot meal service: Y/N Mon/Tue/Wed/Thur/Fri
Week End required: Y/N Sat/Sun

Tea time service: Y/N Mon/Tue/Wed/Thur/Fri
Weekend required: Y/N Sat/Sun

Date to commence:

Payment Arrangements

Account to be sent to: (Client or relative) Address:

Next of kin/Contact details

Name:	Relationship:
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Address:

Home Tel:	Work Tel:	Mob Tel:
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Name:	Relationship:
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Address:

Home Tel:	Work Tel:	Mob Tel:
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Name:	Relationship:
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Address:

Home Tel:	Work Tel:	Mob Tel:
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Any key holder arrangements:

No reply procedure explained: in the final stages of a no reply, where there are concerns that the person is at home and may be in trouble, the police will be called to attend a forced entry. (This may mean breaking window but property will not be left insecure after doing so.) **Y/N**

Any comments:
