

**Instructions:** Fill out this application with your personal information. Missing or illegible information may lead to a delay in the application process. This form contains your personal information. Submitting it through email poses some risk it could be intercepted by someone you did not send it to. If you are unable to send a secure email consider using regular mail or fax.

**Submit your application using one of the options below:**

**1. Providing a copy to reception staff on either campus**

**2. Mailing to:**

For Salem Patients:  
Oregon State Hospital,  
RECEPTION  
2600 Center Street NE Salem, Oregon 97301

For Junction City Patients:  
Oregon State Hospital  
RECEPTION  
29398 Recovery Way Junction City, Oregon 97448

**3. Faxing to:**

Salem: 503-945-2807  
Junction City: 541-465-3007

**4. Emailing to:** Salemsh.commcenterleds@odhsoha.oregon.gov **or** JC.BusinessServices@odhsoha.oregon.gov

**Patient name:** \_\_\_\_\_ **Unit (if known):** \_\_\_\_\_

**Adult visitor information**

Name: \_\_\_\_\_  Spiritual/Pastoral  
Mailing address: \_\_\_\_\_ Phone number: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Driver's license/State ID no: \_\_\_\_\_ \*Social Security no. \_\_\_\_\_  
Names used previously: \_\_\_\_\_ (Last 4 digits): \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Place of birth: \_\_\_\_\_  
Email: \_\_\_\_\_ Preferred method of contact  Phone  Email  Mail  
Are you a current or past OSH employee? Yes No If yes, when? \_\_\_\_\_

\*You are not required to provide your social security number. Leaving this field blank may delay processing of your application.

Relationship to patient? \_\_\_\_\_

- I understand that by applying for visitation, I give permission to have a confidential Law Enforcement Data Systems (LEDS) check performed upon initial application. I further agree that a LEDS check will be performed annually thereafter if I have a criminal history of certain crimes within the last five years.
- I understand that by applying for visitation I agree to follow all OSH visitation guidelines. Violation of these guidelines may result in early termination of my visit and restrictions of future visits.

Printed name of applicant \_\_\_\_\_ Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

**For official use only**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
LEDS operator: \_\_\_\_\_ Date: \_\_\_\_\_ Result: \_\_\_\_\_

# Oregon State Hospital Visitation Guidelines

To promote safety and to ensure a positive visitation experience, all visitors must follow the visiting guidelines below. Violation of these guidelines, including infection prevention requirements, may result in the termination of your visit and a restriction of future visitation privileges. **These guidelines apply to both in person and virtual visitors.** Visit [www.OSHFriends.com](http://www.OSHFriends.com) for more information about visitation.

## **Visitation**

OSH has designated visitor areas in the hospital. All visitors must complete a security screening process before entering the visitation area. For security reasons the number of visitors may be limited.

## **Child Visits**

Children under 18 can visit with prior approval while accompanied by an approved adult visitor. Visits with minors will follow a different schedule as noted on the visitation schedule.

## **Guest behavior**

Disruptive behavior, including, but not limited to arguing, shouting, using profanity, appearing intoxicated, or using prohibited substances may lead to your visit being terminated.

## **Smoking and tobacco products**

Smoking and tobacco products, including marijuana, cigarettes, e-cigarettes, vaping products or paraphernalia, matches, or lighters are not allowed on hospital grounds. This includes the hospital, parking lots, and all associated OSH property.

## **Money and funds**

Patients may not receive money directly from their visitor. During a visit you can leave money to be deposited into your loved one's trust account with Reception staff in the main lobby. You will be provided with a receipt.

## **Gifts and property**

OSH is required to keep patients safe. One way we are doing this is to ensure all patient property is approved for use in our secure psychiatric environment. As a result, visitors may not bring items to give to their loved ones during a visit. You may buy items on a patient's pre-approved order form from the OSH Market. These items will be given to the patient once they return to their unit.

## **Physical greetings**

Brief greeting and farewell embraces are permitted. Please refrain from other types of physical contact.

## **Food**

Patients and their visitors may not consume food or beverages during their visit. This includes items from the hospital cafes, coffee shops, or markets.

## **Photographs/Recording**

Audio and video recording during visitation is not permitted. With prior authorization, photographs with patients are permitted. The hospital has cameras and staff can assist with taking photos of you and your loved one. Please make this request when scheduling your visit.

## **Health and wellness**

To support the health of all OSH patients, staff, and visitors, please refrain from visiting if you are feeling unwell. We encourage all visitors to get an annual flu shot, use OSH hand hygiene stations in the lobbies, and cover coughs and sneezes. If

OSH requires visitors to wear a face mask, the hospital will provide them.

### **Children and animals in vehicles**

Children may not be left unaccompanied in vehicles on OSH property. Per Oregon Revised Statute (ORS) 167.310 to ORS 167.350, animals may not be left in parked vehicles on OSH property.

### **Contraband and prohibited items**

To provide a safe environment for patients, visitors, and staff, certain items are not allowed in the hospital. Patients and visitors may not exchange items of any kind during visitation.

Contraband includes, but is not limited to; controlled substances, drug paraphernalia, escape devices, tobacco products, weapons, and all prohibited items listed on the OSH Patient Property/Item Access List. Passing contraband is a Class C Felony, pursuant to ORS 162.135 – 162.1851.

All persons, purses, backpacks, bags, and vehicles entering OSH property are subject to search. For more information about patient property, contraband, and prohibited items visit [www.OSHFriends.com](http://www.OSHFriends.com).

### **Visitor attire**

Please know that some patients may react to revealing clothing or images that promote the use of drugs, alcohol, or violence. For their well-being and safety, as well as for the security of staff and other visitors, we ask that you dress for the hospital environment. Clothing must include a dress or a shirt with either skirt, pants or shorts and shoes or sandals.

**The following clothing items are not permitted in visitation:**

- Camouflage or military-type clothing, except as approved in advance by OSH.
- Clothing with words or logos related to alcohol, tobacco products, drugs, vulgarity, violence, bigotry, sexual connotations, or those containing allusion to any of these items.
- Clothing that may be considered provocative, including, but not limited to, excessively short skirts or shorts, see-through, skin-tight, or low-cut clothing and/or clothing that exposes undergarments, back, midriff, or thighs at any time (i.e., while sitting, standing, or bending over).
- Neckties, scarfs, necklaces, or any other item that encircles the neck.
- Large jackets and/or outer garments that protect against the rain or other inclement weather.
- Hats or other head coverings except as approved in advance by OSH.
- Shoes or accessories that might be a safety hazard, including anything that may be used as a weapon or ligature device.

### **Video Visits**

Only OSH approved visitors may participate in video visitation. If staff observe people who have not been approved, you may be asked to end your visit. Patients and visitors must follow the guidelines in this document, including those about visitor attire, guest behavior, audio or video recording, and use of prohibited items.

For questions or concerns about visitation please contact OSH Ombuds and Family Services at 503-947-8109 or [OSH.OmbudsandFamilyServices@odhsoha.oregon.gov](mailto:OSH.OmbudsandFamilyServices@odhsoha.oregon.gov).

You can get this document in other languages, large print, braille or a format you prefer. Contact Oregon State Hospital interpreter services at 503-756-7889 or email [osh.interpreterservices@odhsoha.oregon.gov](mailto:osh.interpreterservices@odhsoha.oregon.gov). We accept all relay calls or you can dial 711.