

MGH SOCIAL SERVICE DEPARTMENT EMERGENCY LODGING FORM

Please check one

MGH BEACON HOUSE
Sharon Scott, Lodging Manager
Phone: 6-7679 Fax: (617) 643-5875

MGH @ THE INN
Pamela Nunes, Lodging Manager
Phone: 4-2027 Fax: 6-8544
Direct Line to LaQuinta: 617-625-5300

DATE:		ROOM #:	
CHECK IN DATE:		CHECK OUT DATE: <i>(One night only emergency lodging)</i>	
GUEST NAME:		PATIENT NAME/UNIT #:	
ADDRESS:		CITY:	
STATE:	ZIP:	PHONE:	
SOCIAL WORKER:			Ext:
PAYMENT TYPE:			
CASH: <input type="checkbox"/>	CHECK: <input type="checkbox"/>	ANCILLARY: <input type="checkbox"/>	CREDIT CARD: <input type="checkbox"/>
CREDIT CARD TYPE:	ACCOUNT NUMBER:	EXPIRATION DATE:	
<p>Be sure to inform guest that this is <i><u>one night emergency lodging</u></i>. It is imperative that they contact the Lodging Manager before 11:00 a.m. the morning following check in to settle their account and/or inquiry on extended accommodations.</p> <p>Fax this form along with any other information to either Sharon Scott at Beacon House or Pamela Nunes at MGH at the Inn.</p>			