



# Rancho Los Amigos National Rehabilitation Center PHYSICAL THERAPY DEPARTMENT POLICY AND PROCEDURE

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## PROCEDURE FOR EQUIPMENT INVENTORY

**Policy No.:** 133  
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**PURPOSE:** To ensure an accurate record of Physical Therapy Department equipment and its location.

**POLICY:** Each area is responsible to maintain a record of equipment assigned for patient and staff use.

### PROCEDURE:

#### I. FIXED ASSET EQUIPMENT INVENTORY

- A. Fixed asset equipment includes all patient treatment equipment with a value of \$5,000.00 or more with a county number.
- B. The physical therapy office manager keeps a record of equipment within the department and the treatment area where it is located.
- C. The treatment area clerk or delegate maintains a record on the Physical Therapy Equipment Inventory for Fixed Asset form (Attachment A) of all fixed asset equipment assigned to the treatment area.
- D. When new equipment is received in the treatment area, the clerk adds the equipment to the inventory list and notifies the physical therapy office in order to keep the master equipment record current.

#### II. LOST FIXED ASSET EQUIPMENT

- A. The clinical manager in each treatment area is responsible for the equipment assigned to that area.
- B. If equipment is lost, the clinical manager or delegate will attempt to trace the missing equipment and communicate with the Director as to the status.
- C. Any expensive equipment that is missing will be reported to Rancho Safety Police by the Clinical Manager.

- D. The clinical manager will inform the P.T. office staff regarding the status of the equipment.

  
Director, Physical Therapy Department

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