



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

REPAIR OF ORTHOTIC DEVICES FOR TREATMENT AREA

Policy No.: 135
Revised: May 2021
Supersedes: May 2018
Page: 1 of 1

PURPOSE: To repair temporary orthoses or orthotic devices used in the treatment areas on a trial basis or other orthotic devices used in direct patient care.

PROCEDURE:

- A. The item requiring repair is red tagged and taken out of the orthotic storage area.
- B. The treatment area clinician, manager or clerk contacts the vendor, Rancho Research Institute (RRI) Orthotics Department and notifies them of the need for repair of a temporary device.
- C. The Clinician, Area Manager or clerk submits the On Line Requisition (OLR) requesting repairs and miscellaneous supplies to complete the repairs (see Departmental Policy No. 134).
- D. The Clinician, Area Manager or clerk will arrange with the RRI Orthotics Department for pick-up and retrieval of the item. Generally, Orthotics will pick-up/deliver the device to/from the treatment area but if they are unable to do so, PT personnel will deliver and retrieve the item with a clear label indicating what needs repair and the treatment area requesting the repairs with a phone contact..


Director, Physical Therapy Department