



Rancho Los Amigos National Rehabilitation Center

PHYSICAL THERAPY DEPARTMENT

POLICY AND PROCEDURE

PROCEDURE FOR PROCURING EQUIPMENT OTHER THAN WHEELCHAIRS

Policy No.: 410
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PURPOSE: To provide instructions for the ordering of durable medical equipment other than wheelchairs for patients.

POLICY: When ordering durable medical equipment for patients other than wheelchairs

PROCEDURE:

I. SELECTION OF ORDER FORMS

- A. Form #R110 – Hospital Central supply (Pool Stock) Patient Equipment Request (Attachment A).

For use when ordering equipment for patients whose insurance is LTD SVCS Medi-Cal, ATP, ORSA, and Medi-Cal pending (in emergent situations only).

II. PROCUREMENT and DELIVERY OF DURABLE MEDICAL EQUIPMENT FOR INPATIENTS OTHER THAN WHEELCHAIRS

- A. Physical therapist evaluates patient and determines appropriate durable medical equipment. Case manager identifies insurance and with patient and/or family selects vendor to provide equipment.
- B. Physical therapist proposes order to MD in the electronic health record. MD signs order. Patient's with insurance case manager follows up with appropriate vendor to have durable medical equipment delivered to patient in hospital or to their home. Pt's without insurance PT or designee complete form R110 and secure equipment from facilities management central supply (pool stock) and delivers to patient's room.
- C. Physical Therapist or designee either sets up durable medical equipment or instructs patient, family or care provider of appropriate set up. Pt. is provided with telephone numbers of durable medical equipment vendor, case manager and PT department in case incorrect or damaged equipment is delivered to patient's home.

- D. The physical therapist documents the equipment issued to the patient in the electronic medical record.

- E. If patient declines acceptance of the durable medical equipment or the patient no longer needs the equipment:
 - 1. Patient's declination of durable medical equipment of equipment is documented in the electronic health record including reason for declination.
 - 2. Patient's returning durable medical equipment are referred to volunteer services to complete paperwork and the durable medical equipment is then cleaned, checked for safety and used as trial equipment by Physical Therapy Department.


Director, Physical Therapy Department