



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

---

## INPATIENT MANUAL AND POWER WHEELCHAIR REQUEST PROCEDURE

Policy No.: 412  
Revised: June 2021  
Supersedes: June 2018  
Page: 1 of 2

---

### PURPOSE:

To assure that a manual or power wheelchair is provided within a reasonable amount of time for inpatients requiring a wheelchair for mobility.

### POLICY:

Wheelchairs in adult and pediatric sizes are available for inpatient mobility training and assessment by the physical therapist. The vendor on agreement provides all standard and high-tech wheelchairs from a hospital-based storage room. The physical therapist or delegate obtains a wheelchair by sending a request form to the vendor's technician at the hospital. The vendor's technician delivers and returns these wheelchairs.

The PT Department and Rancho store a separate inventory of Rancho-owned wheelchairs for emergency needs.

Each Nursing unit stores a separate inventory of Rancho-owned wheelchairs for short-term patient use on units for transportation.

### PROCEDURE:

#### I. Vendor-Owned Wheelchairs

- A. The physical therapist or delegate fills out the "Inpatient Loaner Wheelchair Requisition Form" located on the share drive on the intranet.

Needed information:

1. Size
2. Types of armrests
3. Footrests/legrests
4. Electronic control type
5. Date of request
6. Therapist's name, area, and telephone extension

- B. Fax to 562 385-2841, email request or hand deliver to Room B029, JPI Building.
- C. The vendor's technician assembles the requested wheelchair.
- D. The technician delivers the wheelchair to the therapist's treatment area.
- E. The technician will return wheelchairs marked "return" from the gyms to the JPI basement.
- F. The vendor's technician will perform routine maintenance, cleaning and repairs on returned wheelchairs.
- G. Seating Center personnel will write an HS-2 for repairs of damage beyond the normal use and missing parts once the vendor has submitted a bill.

**II. Rancho-Owned Wheelchairs: Pool wheelchairs for emergency use only**

- A. Sign out key to the P.T. Wheelchair storage room.
- B. Sign out the pool chair on the log in the Storage room.
- C. Return the Rancho-owned wheelchair to the gym labeled "return".
- D. Return the wheelchair to the storage room after cleaning has been performed.
- E. PT department technician performance maintenance.
- F. The technician logs returned wheelchairs back in.

  
Director, Physical Therapy Department