



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

PROCEDURE FOR ORDERING AND REPAIRING ORTHOTIC AND PROSTHETIC DEVICES FOR PATIENTS

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Page: 1 of 2

PURPOSE: To define the procedure for physical therapists (PT) ordering and repairing patients' orthotic and prosthetic devices.

POLICY: Following consultation with the medical provider and orthotist to determine the type of neck, trunk, or lower extremity orthosis needed for the patient, the physical therapist will propose and process the order. The medical provider, prosthetist, and physical therapist will determine the appropriate prosthesis for the patient in collaboration with the patient whenever appropriate.

PROCEDURE:

I. GENERAL INSTRUCTIONS FOR ORTHOSES OR PROSTHESES:

- A. The medical provider and physical therapist determine the type of neck, trunk, or lower extremity orthosis/prosthesis for the patient. The orthotist/prosthetist may be consulted regarding specific designs and materials.
- B. The physical therapist will collaborate with the patient and/or care providers to ensure that education is provided as to rationale for device, to ensure that the benefits/need for the device are explained, and consider input and understand the patient's perspective about the device.
- C. The physical therapist facilitates the order using the guidelines below.

II. ORDER NEW OR REPAIR TO ORTHOTIC/PROSTHETIC DEVICES:

- 1. Physical Therapist proposes the order for new device or device repairs in the electronic medical record.
- 2. In addition to the required content, the proposed order must include:
 - a. Specification of specific components needed.
 - b. Identification of Orthotics/Prosthetics vendor
 - c. Name and contact information of the ordering therapist.
 - d. Medical justification for the orthosis/prosthesis or work to be completed.

3. The ordering provider receives and approves the order in the electronic medical record.
4. When the vendor for the order is the on-site contracted orthotist/prosthetist, the vendor retrieves the order from the electronic medical record and processes the order.
5. When the vendor is not the on-site contracted vendor, the therapist prints the signed order and sends it by fax/mail to the vendor office.

III. APPROVAL PROCESS FOR PAYMENT FOR OUTPATIENTS:

- A. When the vendor for the order is the on-site contracted orthotist/prosthetist, the cost for the orthosis/prosthesis is billed to the patient or third party payer. If the vendor determines that the patient has no third-party resources and if no payer source is identified, the county is billed.
- B. When the vendor is not the on-site contracted vendor, the cost for the orthosis/prosthesis is billed to the patient or third party payer.

IV. DELIVERY

- A. Delivery of an orthosis is coordinated by the vendor and delivered directly to the patient. When possible this is done in coordination with the physical therapist who is treating the patient.
- B. Delivery of a prosthesis is coordinated by the vendor.
 1. Any prosthesis that is purchased through County funds is delivered to the physician or physician-delegate (usually the physical therapist) to inspect for correct delivery of components and is then distributed as below.
 2. A new prosthesis for a patient who has never used one before (Trans-tibial amputation or higher) is delivered to the physical therapist who will then contact the patient to schedule training. All others may be delivered directly to the patient.
 3. A prosthesis that is repaired or is a replacement for a previous unit may be delivered directly to the patient. When appropriate this is done in coordination with the physical therapist who is treating the patient.


Director, Physical Therapy Department