



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

SUBJECT: EQUIPMENT FROM ORTHOTICS	Policy No.: 506 Revised: July 2016 Supersedes: June 2013 Page: 1 of 2
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BACKGROUND:

The Orthotics Department is a contract vendor to Rancho Los Amigos National Rehabilitation Center and is administered by the Rancho Research Institute (RRI).

PURPOSE:

To communicate procedures for recommending and ordering equipment for patients through the Orthotics Department and for ordering trial equipment for departmental use and other items for use in treatment.

POLICY:

1. Occupational therapists are authorized to recommend patient equipment provided by Orthotics. These orders may require approval by the Clinical Manager or designee and are signed by the Attending physician.
2. Equipment ordered for departmental use must have the approval of the Clinical Manager of the treatment area.

PROCEDURE:

1. Patient Equipment:
 - a. The treating therapist completes the proposal for Orthotic Prescription(s) in ORCHID and sends it electronically to the attending physician, physician assistant, or nurse practitioner for electronic signature. Detailed instructions should be included in the online ORCHID request. Pictures and/or diagrams should be sent via email. Indicate the patient's insurance coverage in the Order details.
 - b. The electronically signed order generates a task to the Orthotic department's ORCHID task list. The Orthotic department tracks the order/prescription.

- c. The finished orthosis is to be delivered to the therapist, not the patient. This enables the therapist to check the device, instruct the patient/family in the use and, when indicated, to propose an order in ORCHID to the physician for additional treatment(s).
- d. A receiver (proof of receipt of the item) will accompany the orthosis. Before signing the receiver, the therapist should check that:
 - 1) The finished product fulfills the order.
 - 2) The fit, function, and workmanship are satisfactory.

2. Equipment for Departmental Use in Treatment

- a. Equipment orders from Orthotics for departmental use must have the approval of the Clinical Manager of the area.
- b. The Clinical Manager or delegate discusses the item under consideration with the orthotist assigned to the service regarding feasibility and cost.
- c. The Clinical Manager requests a GHX (Global Healthcare Exchange) online order to be initiated by the area clerk or designee.
- d. The GHX order is processed through the Materials Management Department as with any other order from an outside vendor.

Director, Occupational Therapy and Recreation Therapy Department

Signature(s) On File