



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

**POLICY AND PROCEDURE**

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**SUBJECT: POOL STOCK EQUIPMENT**

**Policy No.:** 509  
**Revised:** November 2016  
**Supersedes:** June 2013 1 of 2  
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**BACKGROUND**

Frequently used equipment are ordered in bulk by and maintained in the designated Lowest Unit of Measure (LUM) area for immediate access by authorized personnel.

**POLICY**

1. Occupational Therapy staffs are responsible for initiating LUM orders.
2. The primary Occupational Therapist are ultimately responsible for all information indicated on the order forms when completed by the OTA, interns or OTD residents.

**PROCEDURE**

1. **Inpatients:** The needed equipment will be acquired via the Lowest Unit of Measure (LUM) area.
  - a. The therapist completes the Pool Stock Patient Equipment Request Form R30 (Attachment A) as follows:
    - 1) Completes, in full, the information required at the bottom of the form.
    - 2) Enters quantity/unit ordered in the column provided.
    - 3) Enters Cost Center number (77911L) at the upper right hand corner of the form.
    - 5) Once equipment is filled, turn in the Pool Stock Patient Equipment Form R30 to HIM.
    - 6) Submit the form to the area clerk to receive the appropriate LUM equipment as indicated on the order form

- 7) After the equipment has been received, OT staff will submit the original copy of the form to HIM (Health Information Management) to scan into the patient's electronic medical record.
  - 8.) Once equipment is issued to the patient, the therapist documents equipment was ordered and issued in the patient record.
  - 9.) A copy of the order form will be kept in an area file.
2. **Outpatients:** Pool Stock items are ordered via procedure outlined in Departmental Policy No. 508, "Outpatient Equipment".

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Director, Occupational Therapy and Recreation Therapy Department

Signature(s) On File