

## **Equipment Process**

### **A. Patient Specific Equipment:**

#### **I. Splints, Orthotics, Prosthetics – if needed while in facility**

1. Complete a physician order sheet with a description of the specific device needed for the patient.
2. Issue the completed POS to the patient's primary nurse so they can contact the MD and place order in chart.
3. Therapist completes orthotic request form and obtains a picture of the item from a catalog
4. Orthotic Request Form, Face sheet, MD order and Picture of item are to be sent to vendor by
  - a. \*Alden – Therapist sends to Prism
  - b. Non-Alden – Facility Representative (usually Social Services)
5. Vendor (\*Prism for Alden sites) will handle the referral from there.

#### **II. DME / ADL Equipment**

##### **A. Medicare A & B, HMO, PVT Insurance**

1. 5 working days prior to anticipated D/C from therapy services, therapist completes the Transition Communication form with any equipment requests listed on that form.
2. Issue Transition Communication Form to all appropriate personnel including Social Services
3. Social Service is responsible for contacting vendor for the equipment.
4. Any equipment must also be verified via documentation and a copy of the documentation describing the skilled necessity of the item is to be included when submitting the Transition Communication Form to Social Services

**B.** If a patient absolutely requires equipment while a resident in the facility other than orthotics, the request must go to the facility.

\*At Alden it is to be placed on the **nursing supply form** because it will come out of the nursing supply budget.

#### **III. Equipment for Residents to Practice while in the Facility**

1. When a resident comes on rehab services, the department can loan the resident DME & ADL equipment to allow for practice on the resident's floor / outside of therapy
2. A sign out book can be utilized (sign out list) to track the item
  - When an item is loaned to a resident, they are entered into the book
  - When an item is returned, that date is also noted.
  - All items must be returned prior to leaving the facility

## **B. Clinical Equipment for therapy Department:**

### **I. Therapy Supplies: Items used by the therapy department for patient care / clinical treatment procedures, excluding large equipment**

*Alden:* See \$300 Budget Process Flow Chart for details

Each facility has a \$300 budget to order therapy clinical supplies from Prism that must be submitted by the 20th of the month to count on the current month budget. It is exclusively for therapy department clinical supplies, not for patient individual equipment. There is a form to be used and submitted to Prism – see Alden Therapy Supply order form

*Non-Alden:* Any therapy clinical supplies recommended for the therapy department must be given to Facility Management for consideration to purchase.

### **II. Therapy Equipment: Any larger piece of equipment that is needed for clinical treatment, above a \$300 cost**

*Alden:* See Alden Equipment Capitol Purchase Flow Chart for details of the process. All equipment needs to be approved by AMS through their out of budget process.

*Non-Alden:* Any therapy equipment recommended for the therapy department must be discussed with Regional prior to approaching Facility Management for consideration to purchase.

### **III. Breakdown in Equipment/Supplies:**

If any equipment is in disrepair, place equipment out of service

*Alden:* Notify Regional & Facility Administrator.

Item under warranty: Contact Prism

Item out of warranty: Maintenance Director to assess

- Repairable on site – maintenance to repair
- Repairable by manufacturer – contact Prism
- Not Repairable – Dispose of item, replace item via Therapy Supply or Therapy Equipment processes above

*Non-Alden:* Notify Regional & Facility Administrator. Follow Direction of Administrator on how to proceed for repair or replacement.

## C. Office Equipment

### **I. Office Supplies: Products used by the therapy department for non-patient care tasks to assist in the day to day functions of the department.**

- Utilize office supplies order form from Warehouse Direct when items are needed
- Order form supplied by CPT Office
- Send to CPT office for order completion
- Delivery will occur in a few days
- Items listed on the form are items that are approved
- If any item will need to be mounted to the wall in the department, prior approval will be needed by Facility Administrator

### **II. Office Furniture: Furniture needed for the therapy department**

- Items include desks, desk chairs, file cabinets, large bulletin boards, schedule boards, or large white boards
- All office furniture needs to be approved and purchased by the facility
- If any item will need to be mounted to the wall in the department, prior approval will be needed by Facility Administrator

Revised 2/2013  
3/2019

## Outside Vendors

No outside vendors are allowed in the facility unless authorized by the Administrator and for Alden facilities: Prism must also approve. Alden Management Services has asked Prism to monitor all outside vendors.

We are not allowed to invite any vendor into the facility for any reason.

Alden: If any equipment is required, it must be directed to Prism. If Prism can not service the need, they are the one to contact an outside vendor, not CPT.

If any outside vendor requests medical records, we can not release anything without direction from the Facility Management. No copies of records should also be shared without a written release from the facility management.

Updated 8/2012  
Revised 10/1/13