

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: **THERAPEUTIC EQUIPMENT PRESCRIPTION PROCESS**

ANNUAL REVIEW MONTH: December

RESPONSIBLE FOR REVIEW: Material Management Director

LAST REVISION DATE: February 2008

GENERAL

The purpose of this policy is to establish an organized, cost-effective method of obtaining prescribed therapeutic equipment and adaptations from the CSH Wheelchair Repair Shop and/or outside vendor.

Therapeutic Equipment and Adaptations include (list is not exclusive), all new and repairs to:

Wheelchairs and Wheelchair Adaptations
Hand Splints
Canes
Contour U-Seating System
Crutches
Walkers
Lapboards, helmets, ambulation belts and other equipment as approved.

PHYSICIANS, REHABILITATION THERAPISTS, DESIGNATED UNIT PERSONNEL, CSH WHEELCHAIR REPAIR SHOP STAFF, SERVICE CHIEF AND BUSINESS MANAGERS.

- A. Physicians, Rehabilitation Therapists or Designated Unit Personnel (depending upon the type of equipment) are responsible for preparing necessary form(s), following appropriate funding methods, working closely with the CSH Wheelchair Repair Shop staff to assure that the proper equipment and subsequent fitting of said equipment is appropriate, and in-servicing unit staff and/or client in the use of the equipment, as required. When an order is initiated by a staff member other than the physician, the staff member is responsible for obtaining physician authorization.

Note: Simple repair/replacement orders do not require a

physician's authorization/signature.

- B. CSH Wheelchair Repair Shop staff is responsible for working closely with:
- 1) the individual Rehabilitation Therapists/ /designated Unit Personnel regarding types of equipment, pricing/cost, ordering process, the subsequent fitting of the equipment; and
 - 2) the CSH Procurement and Services Department in fulfilling the quality and cost effectiveness expectations as outlined in CSH Policy #3.13/3.13A - PROCUREMENT OF MATERIALS AND SERVICES.
- C. The Wheelchair Shop/designee is responsible for determining which items and quantities are necessary for routine operations. The Rehabilitation Therapist is responsible for determining which items are to be specially ordered and have a priority/emergency and ASAP status. The status of the order is determined by the staff generating the therapeutic prescription.

Approved:

This policy has been approved by the CEO and CMO on 9/8/08.