

## Survivor Shop Guidelines

Title: Patient Intake Assessment for Compression Sleeve, Glove Fitting

Responsibility: Certified Mastectomy Fitter

Equipment: N/A

General Rule: The provider must be notified, within 5 calendar days, if the equipment or services ordered cannot be provided to the patient.

Procedure:

All appointments are set up through Central Scheduling 419-383-5000

Advise customer to visit registration upon arrival to complete registration for the fitting.

Upon arrival patient will be asked to sanitize hands. Patient will provide physician order for needed products prior to the fitting or we will have obtained the order from the doctor office.

Proceed to fitting room and document in Athena form.

Offer client a robe for comfort. The client will need to have the limb to be measured out of their clothing

For custom gloves you will be making a drawing of their hand and be measuring with the finger tapes if provided.

Point of Emphasis

Insurance coverage will be verified along with other pre-registration information. Central Scheduling is to discuss the need for a physician order at the time of the appointment set-up.

Demographic information is required to complete billing process.

This paperwork will be scanned into their EMR.

Ask the client to be involved in the fitting as much as possible.

Note indications of radiation treatments, node removal, existing lymphedema, skin conditions-no rash, open wound, and range of motion, etc. NOTE: Doctors script will advise the compression class to be ordered. ANY open wound or rash we will not be able to fit until clarified.

Follow the manufacturer's instructions.

At the time of delivery, ready to wear compression garments and custom compression garments are reviewed for manufacturer quality and safety.

To ensure quality and safety of the item being provided to the client that the item is free of defects, wear, etc. Information will be scanned into EMR.

Care for compression garments is different for each manufacturer.

Recommendations made to the client to follow manufacturer's instructions on care and donning and removal of compression garment to prolong the life of the garment.

**Approved by:**

/s/

Monecca Smith, MSN, RN  
AVP Patient Care Services/CNO

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Date

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