



Survivor Shop Guidelines

Title: Patient Intake Assessment for Cranial Prosthesis Fitting

Responsibility: Survivor Shop Manager

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.

Assist customer in reviewing styles and types of cranial prosthesis. Explain that you will be covering their head with a nylon stocking.

Apply the stocking and then proceed measuring for the appropriate size. Selecting the correct size is very important for the cranial prosthesis to stay on and not apply too much pressure.

Explain that the cranial prosthesis comes with more hair then less. The reason for this is to allow for trimming and thinning to give a more natural look.

Point of Emphasis

Insurance coverage will be verified along with other pre-registration information. Central Scheduling is also mentioning the need for a physician order at the time of their appointment.

Demographic information is required to complete billing process.

This paperwork will become part of their electronic file.

This is for sanitary reasons. These are disposed of after each use.

Refer to size chart if needed. The goal is for the prosthesis to fit properly, not too tight or too loose.

It is imperative that someone with cranial prosthesis cutting experience trims the prosthesis. It can easily be ruined if they do not have experience.

Verbalize, and provide written care and warranty instructions for the cranial prosthesis.

Disinfect measuring tape, chair, counter, brush, mirror and dispose of stoking after fitting is complete.

Approved by:

/s/

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

Date

Written By: Renee Schick, CMF
Reviewed By: Chris Kosinski, RN, BSN
Revised By: Renee' Schick CMF

Approved: 2/23/2015
Reviewed:02/23/2015
Revised: 07/22/2020
Reviewed by Policy & Standard Committee