


<b>Name of Policy:</b> Durable Medical Equipment <b>Policy Number:</b> 3364-131-06 <b>Approving Officer:</b> Chief Medical Information Officer <b>Responsible Agent:</b> Administrative Director, Outcome Management <b>Scope:</b> University of Toledo Medical Center		 <b>Effective date:</b> <b>Original effective date:</b> 8/1999	
Key words: Durable Medical Equipment, Discharge, Home Setting, Coordination, Continuity of Care			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

### (A) Policy Statement

Durable medical equipment (DME) required to meet a patient's medical needs will be arranged for patients discharged to the home setting.

### (B) Purpose of Policy

The purpose of this policy is to provide a standardized approach for the coordination of discharging patients with the appropriate durable medical equipment, ensuring continuity of care. The policy aims to ensure safe, appropriate, and timely coordination of post-acute care based on criteria after hospitalization. The policy applies to all healthcare professionals involved in the discharge planning of patients. To provide the patient with the needed durable medical equipment for the post-acute discharge setting.

### (C) Procedure

1. The ~~Discharge Planning Admission~~ Assessment ~~form~~ will be completed in the electronic medical record (EMR) by the Outcome Management Staff to determine base line information for discharge planning purposes. Collaboration will occur with the multidisciplinary team including the provider, the Social Worker SW, Resource Utilization Coordinator, Lead RN, and other medical staff to identify the patient's post discharge needs for durable medical equipment.
2. ~~The Outcome Management Staff discusses the DME needs with~~ the patient and/or patient representative family and ~~will be given a list of available provides~~ equipment supplier options.
3. Based on the assessment of the patient criteria, financial situation, and patient preference. Outcome Management staff will make a referral based on the patient/representatives preferred choices.
- 2.4. Insurance Benefits will be reviewed to determine the financial coverage that is available and the in-network options within the patient plan coverage. Outcome Management staff will determine if a referral is needed for Medicaid Application and contact the financial counselor program to meet with the patient/representative to assist in completing and submitting the Medicaid Application if needed. Consideration of equipment needed, available services, location, insurance benefits and the billing process will be discussed with the patient and/or family.

~~3.5.~~ Collaboration with the Respiratory Therapy Department will occur if respiratory equipment is needed and respiratory personnel will help request the appropriate medical prescriptions and will assist with completing~~complete~~ the Discharge Instruction order form in the electronic medical record.

~~4.6.~~ ~~Once an equipment company is identified the~~ Outcome Management staff confirm all necessary paperwork (including face-to-face when necessary), and prescriptions are obtained. Outcome Management will make a referral via electronic medical record based on the patient/representative preferred choices and fax pertinent information. This includes faxing the physician prescription for the equipment. The Outcome Management staff remains in the role of liaison between the equipment company and the patient and/or family until the patient is discharged and the equipment has been delivered to the patient.

~~5.7.~~ When the discharge is set by the physician, the patient's hospital departure time will be conveyed to the DME Company to coordinate the delivery of the equipment. The patients departure time will be coordinated with the patient, representative, and medical staff.

~~6.~~ ~~Outcome Management staff will convey all arrangements to the patient, family and staff.~~

~~7.8.~~ Outcome Management staff will document all pertinent information in the patient's progress notes and final discharge order (After Visit Summary) in the electronic medical record. Documented information will include: DME Company and information discussed with patient/representative on how to pick up the approved equipment, and/or date and time of delivery to patient home and document discharge services on the Discharge Instruction form.

<p>Approved by:</p> <p>_____ Ryan Sadeghian, MD Chief Medical Information Officer</p> <p>_____ Date</p> <p>_____ Angela Ackerman, RN, BSN, MBA Administrative Director, Outcome Management</p> <p>_____ Date</p> <p><i>Review/Revision Completed by: Administrative Director, Outcome Management</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Initial effective date: 8/1999</p> <p>Review/Revision Date:</p> <p>8/99 8/02 1/05 4/08 4/11 10/14</p> <p>Next review date:</p>
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