(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

To provide the patient with the needed durable medical equipment for the post-acute discharge setting.

(C) Procedure

1. The Discharge Planning Assessment form will be completed to determine base line information for discharge planning purposes. Collaboration will occur with 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 family and provides equipment supplier options. Consideration of equipment needed, available services, location, insurance benefits and the billing process will be discussed with the patient and/or family.

3. Collaboration with the Respiratory Therapy Department will occur if respiratory equipment is needed and respiratory personnel will help complete the Discharge Instruction order form.

4. Once an equipment company is identified the Outcome Management staff will make a referral 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. 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.

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

7. Outcome Management staff will document all pertinent information in the patient’s medical record and document discharge services on the Discharge Instruction form.
It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.