


<b>Name of Policy:</b> <u>Durable Medical Equipment</u> <b>Policy Number:</b> 3364-131-06 <b>Department:</b> Outcome Management <b>Approving Officer:</b> AVP Patient Care Services/CNO <b>Responsible Agent:</b> Director, Outcome Management <b>Scope:</b> The University of Toledo Medical Center	  <b>Initial Effective Date:</b> August 1, 1999 <b>Effective Date:</b> March 1, 2021
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input 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**

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 the 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 will discuss the DME needs based on recommendations from physician/physical therapy and review of the home care needs with the patient and/or family. The patient will be provided equipment supplier options. Consideration of equipment needed, available services, location, insurance benefits and the billing process will also be discussed with the patient and/or family.
3. The Outcome Management Staff will discuss the respiratory needs based on recommendations from the Respiratory Therapy Department if respiratory equipment is needed for home care needs. Respiratory personnel will provide information needed for Discharge Instructions.
4. Outcome Management staff will make a referral to the chosen equipment company and fax the discharge instructions and any other pertinent information. This includes faxing the physician prescription for the equipment.
5. 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.
6. When the discharge is set by the physician, a transfer packet will be compiled, the patient’s hospital departure time will be conveyed to the DME Company to coordinate the delivery of the equipment.
7. Outcome Management staff will convey all arrangements to the patient, family, and staff.

8. Outcome Management staff will document a final entry in the patient medical record addressing all pertinent information. Documented information will include discharge plan, mode of transportation if necessary, Equipment Company delivering the equipment and patient/family notification of the discharge plan. Referral information will also be documented in the Outcome Management Referrals section on the Discharge Instructions.

<p><b>Approved by:</b></p> <p>/s/ _____ Date _____        Monecca Smith, RN, MSN        AVP Patient Care Services/CNO</p> <p>/s/ _____ Date _____        Angela Ackerman, MBA, BSN, RN        Administrative Director of Orthopaedic Services        and Outcome Management</p> <p><i>Review/Revision Completed By: Angela Ackerman 3/2021</i></p>	<p><b>Review/Revision Date:</b></p> <p>8/99        8/02        1/05        4/08        4/11        10/14        10/17        3/21</p> <p><b>Next Review Date:</b> 3/1/2024</p>
<p><b>Policies Superseded by This Policy:</b></p>	

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*