

# Orthopedic Physical Therapy & The Body Shoppe Fitness

## **Policy: Medical Equipment Purchasing**

**All medical equipment given to patients will be charged and paid for by the patient at the time of issue.**

### **Exclusions for payment**

1. Prior arrangements are made by patient with OPT
2. The patient's coverage is with Worker's compensation insurance
3. The patient's coverage is with an Attorney
4. The Patient's coverage is with a motor vehicle accident plan

### **At time of equipment being given out the professional must**

1. Equipment must be written in SOAP note for medical reasoning
2. Equipment name must be written in **Charge** column of SOAP note

### **Ordering medical equipment:**

When an item is needed which is not stocked by OPT, the therapist will notify Deb (purchasing agent) of the item and quantity needed. Deb will determine the most efficacious procurement (cost, delivery specifications, and convenience) and procure the items.

**The therapist upon delivery of said item will follow procedure part A.**

### **Special Orders:**

1. Contact purchaser (Deb)
2. Have:
  - Name of item needed.
  - Size and color of item
  - Date needed
  - Catalog and page number (or copy of page)
  - Name of patient
3. Patient will be contacted by staff when item is available
4. When patient receives item, log item onto patient's chart and note for medical records.

Written: 11/1997  
Approved: 11/1997

Reviewed/Revised: 02/1998  
Signature:

Reviewed/Revised: 12/1999  
Signature:

Reviewed/Revised: 12/2018  
Signature: 