

**Orthopedic Physical Therapy  
&  
The Body Shoppe Fitness**

**Procedure: Orthotic Fitting and Training**

A qualified therapist will be doing all fittings of Orthotics

An eval called in from the Doctor's office with a request of possible orthotics, **an hour visit** is necessary to do the **initial eval**.

The orthotics must be set aside for the patient. Call a billing support member to set aside the correct orthotic. If the orthotic is not in stock, the purchasing person (Deb) must be told to order one.

Orthotics **will be paid** for by the patient the day of the fitting.

Written:

Approved:

Reviewed/Revised:

Signature:

Reviewed/Revised: 12-2018

Signature: 

Reviewed/Revised:

Signature