

Cottonwood, Inc.
Policies and Procedures

SECTION: Residential

POLICY NO: 30-014

SUBJECT: Consumer Owned Durable Medical Equipment

EFFECTIVE DATE: November 2019

Policy:

Cottonwood, Inc. will facilitate the use, upkeep, identification, storing, and repair of consumer owned durable medical equipment such as wheelchairs, walkers, hearing aids etc. These items are important to the health and adaptability of individuals served and as such will be incorporated into the daily care and support that is provided. However, in the event that an item is no longer needed or tolerated by the individual, Cottonwood, Inc. will not commit to storing the item indefinitely.

Procedures:

1. When a piece of equipment has been ordered by a health care professional for use by an individual for whom we are the health care coordinator, either clinic staff or the residential coordinator will log the item into a database so that ownership, upkeep, model number, and location can be tracked.
2. Staff will be trained in its proper use and encourage the individual to use the device as prescribed.
3. In the event that a device is no longer tolerated or necessary, Residential staff will seek input as to whether donation or disposal is warranted. Cottonwood, Inc. will not keep outdated items or items in disrepair for longer than necessary to determine its usefulness. For small items that have been rejected by individuals as not tolerable, like dentures or hearing aids, the Residential Coordinator will keep the item in their office for no longer than 12 months and then dispose of the item.
4. Cottonwood, Inc. is not liable for damaged, lost, or stolen personal property