

Wheelchair and Equipment Evaluations

Getting custom equipment for you or your child can be a long and difficult process. There are many steps involved. Knowing what to expect can help. Here is a step-by-step plan.

Before the evaluation

- Your physician must send a referral for a wheelchair or adaptive equipment (i.e. an activity chair, toilet seat, bath seat) evaluation. Fax: 513- 803-1111.
- You may choose the equipment provider or vendor to use. Please check to make sure that your insurance works with the vendor you have selected.
- Once the referral is received you will be called to schedule the evaluation. There may be a 1-2 month wait for an appointment.



Day of the evaluation

- There may be several people in the room including:
 - An occupational therapist (OT) or physical therapist (PT)
 - A vendor of your choice
 - A rehabilitation doctor (Wheelchair Clinic only)
 - Students or observers (occasionally)
- The evaluation will include:
 - Identifying the purpose for the equipment
 - Discussing issues with current equipment if any
 - Identifying environments where the equipment will be used (home, school)
 - A physical assessment to look at range of motion, strength, posture, and balance.
- Equipment is often there for you or your child to try out.
- You, your child and the team will choose the equipment and options.
- At the end there will be:
 - A review of the equipment that was chosen
 - An estimated time for getting paperwork done, equipment authorization, and delivery

After the evaluation

- The vendor will send a quote for the equipment to the therapist.
- The OT or PT will complete the letter of medical necessity once the quote is received.
- This information will be sent to the physician to be signed.
- The signed document will be sent to the vendor.
- The vendor will submit the information to your insurance.
 - Please call your equipment provider if your insurance company contacts you (approval or denial).
 - If there is a denial, the OT or PT will write an appeal letter.
- Once the approval is received, the vendor will order the equipment, put it together, and call for a fitting.
- The entire process (from evaluation to fitting) on average, takes 3-4 months.
- All deliveries will be done at the location the evaluation was done. This allows us to make sure you get what was ordered and the equipment remains appropriate for you or your child. This visit will also include education on using and taking care of the equipment.
- If there are concerns about how the equipment is fitting please call for a follow-up appointment. This appointment will be scheduled as soon as possible.



Wheelchair and Equipment Evaluations

Name: _____

Date: _____

The following equipment was prescribed for you/your child: _____

It could take up to _____ months to get approval, get equipment ordered, built, and delivered.

To check on the equipment or if you hear from the insurance company, please call:

☐ CCHMC Durable Medical Equipment: 513-636-7516

☐ Other: _____

Contact Information:

Occupational Therapist (OT) or Physical Therapist (PT)

☐ Elizabeth Warnken, OTR/L, MOT, ATP: 513-636-4651

☐ David Neises, M.Ed., OTR/L, ATP: 513-636-4651

Vendor (Equipment Provider) – Call: to check order status, for change in insurance, if there are significant changes in growth (weight or height)

☐ CCHMC Durable Medical Equipment (DME): 513-636-7516

☐ Other:

Physician (Pediatric Rehabilitation) – only when your child is seen in Wheelchair and Adaptive Seating Clinic

☐ _____

For more information please call CCHMC Occupational and Physical Therapy: (513) 636-4651