

## AUTHORIZER COPY

### AADL VENDOR POLICIES FOR USE OF ASSESSMENT EQUIPMENT UNDER THE ALBERTA AIDS TO DAILY LIVING (AADL) PROGRAM

These rules are developed to assist Clients, Authorizers and Vendors in better assessing specific equipment for Clients while at the same time protecting the equipment owned by the Vendor from damage by either the Client, Authorizer or shipping company.

#### REMEMBER:

- Equipment can be assessed by a number of different methods. With the Vendor and Authorizer working closely together, an effective assessment can be done with no damage to equipment.
- Assessment equipment is owned by the Vendor and is new equipment. This equipment is costly not only to buy but also to repair.

#### A. GENERAL RULES:

1. All equipment must be handled in a manner that will ensure it is returned to the Vendor in the same condition that it was received.
2. Where equipment was shipped to a Client or Authorizer in a box, it must be shipped back to the Vendor in the same box to protect it during shipping.
3. The time equipment is required for assessment will vary by Client and type of equipment; however, the **maximum** times for specific items are:
  - Wheelchairs – Manual or Power 2 Days
  - Commodes/Toilet Seats/Transfer Seats 1 Day
  - Patient Lifters (Floor And Bath)/Bath Supports 1 Day
  - Cushions and other Wheelchair Accessories 1 Day
4. Assessment is for fitting and assessing functionality. It may not be the exact size or have all possible options available. However, if **Authorizers and Vendors** use their professional judgment, a proper assessment can be done with the equipment provided.
5. Assessment equipment is not the equipment that will be ordered by AADL for the Client and therefore it must be returned to the supplying Vendor as set out in the timelines above. Rental equipment is available from most Vendors for the period to the date the final AADL purchased equipment is supplied. AADL does not reimburse for rental costs.

#### B. SPECIFIC RULES:

1. Equipment that is subject to soiling or contamination by a Client during assessment must be protected to eliminate any possibility of this occurring. Examples of this are:
  - Incontinent Client in a wheelchair: Use protective pads on upholstery.
  - Commodes/Transfer Benches/Toilet Seats/Bath Supports/Slides should not be used in an actual daily routine where they can become soiled or contaminated, but rather should be given a “dry run” assessment where they are not used in an actual daily routine.
  - Cushions should be assessed with a maximum of one day’s use, **protecting** the cushion at all times against contamination. In most cases, cushions can be assessed in a matter of hours using proper assessment techniques as set out by each manufacturer.
2. Damages to equipment caused by either the Authorizer or Client during the time the equipment is being assessed is the responsibility of the person who caused the damage and the Vendor has the right to recover these damages.

These rules are set out to ensure that adequate equipment is provided to Clients and Authorizers for assessment purposed while at the same time providing protection to the Vendor’s equipment. By each of the Client, Authorizer and Vendor having the right attitude and respect for each other’s responsibilities and property, the assessment process can run with a minimum of problems.

THANK YOU FOR YOUR HELP IN SAFEGUARDING OUR EQUIPMENT.  
Medical Surgical Dealers' Association of Alberta