

Basic Lessons for Understanding Equipment

Standard Wheelchair

Patient: M|SITE.SHIP_TO_NAME

Patient ID: M|CUSTOMER.PATIENT_ID

Model #: Select

Serial #:

Date: M|C|CURRENTDATE

Setting Up Your Equipment

- The delivery technician will assist in evaluating your home environment for possible obstacles.
- The delivery technician will set up your wheelchair.
- Never allow anyone except the designated patient to operate the wheelchair.

Using Your Equipment

- Have your delivery technician explain how to:
 - Remove and adjust footrest/leg rest
 - Fold wheelchair to the most compact position (See also Special Procedures).
 - Engage wheel locks for transfer.
 - Load wheelchair into car.
 - Remove armrests (if detachable).
 - Self propel the wheelchair using the proper techniques.
 - Perform simple maintenance.

Maintenance

- General Cleaning (normal household cleaners are acceptable) weekly.
- Wheels and tires should be checked for cracks, wear, and for proper inflation monthly.
- Check upholstery for sagging, rips or tears monthly.
- Check the spokes of the wheels for loose or broken spokes. Call dealer immediately for replacement.
- If the wheels are plastic, inspect them for breakage or wear periodically.
- Clean bearings frequently and keep them free of moisture.
- Undue negligence to chair could be charged to beneficiary.

Safety Issues

- Wheellocks are not designed to be used as brakes.
- Maximum user weight for this wheelchair is 250 lbs.
- Always engage wheellocks when transferring in or out of the chair.
- Never step on footplates. The chair will tip forward and could cause injury.
- Always remove or swing away front riggings when transferring in or out of the wheelchair
- Avoid or use caution on wet, slippery or uneven surfaces.
- Do not ride escalators while seated in a wheelchair, instead use the elevator.
- Do not reach beyond the seat area because you could lose your balance, and your wheelchair could tip over.
- Never hold onto removable parts when lifting a wheelchair, injury could occur if removable parts separate from the chair during lifting.

Special Procedures

- **Unfolding**
 - Begin by grasping the wheelchair's push handle that is closest to you.
 - Tilt the wheelchair towards you. This will cause the opposite wheel and caster to raise off the ground.
 - Push down on the top of the seat rail closest to you until chair is fully opened.
 - Engage both wheel locks.
 - Open the legrest to transfer into wheelchair.

- **Folding**

- With the wheel locks engaged, swing the legrest to the front of the wheelchair.
- Rotate the footplates upward to the vertical position.
- Bring both the front and back edges of the seat upholstery, lift up to close.

- **Tilting**

- An assistant must grasp a non-removable part of the back of the wheelchair and have the occupant lean back. This will aid in maintaining center of balance.
- There must be two assistants present when approaching a curb.
 - The first assistant stands on the curb with the rear wheels against the curb.
 - Turn the anti-tippers. This will cause the anti-tip wheels to point up.
 - Tilt the chair backward until the balance point is achieved.
 - The second assistant stands at the front of the wheelchair and lifts it upward (grasping a non-removable part of the frame) as the first assistant pulls the rear wheel up over the curb.
 - Do not allow front of chair to tip back to the ground until both rear and front of chair clears the edge of the curb.

- **General Wheelchair Handling**

- **Self**

- Maintain your balance at all times.
- Avoid reaching beyond a comfortable range. Extending your center of gravity too much could cause the wheelchair to tip.
- Do not lean backwards over the top of the back of your wheelchair. Rather, reach back only as far as you can without adjusting your position in your chair.

- **Attendant**

- Keep back straight and knees bent when maneuvering over a curb or single step.
- Inform wheelchair occupant before making any maneuvers with his/her chair.
- Remind occupant to lean back when tilting the wheelchair.

**** Please contact your equipment provider for any questions, adjustments, or repairs. ****

All Medicare DMEPOS suppliers must be in compliance with CMS Supplier Standards in order to obtain and retain their billing privileges. These standards, in their entirety, are listed in 42 C.F.R. pt. 424, sec 424.57(c). A supplier must disclose these standards to all customers/patients who are Medicare beneficiaries (standard 16). Supplier Standard 12 includes "A supplier ...must instruct beneficiaries on use of Medicare covered items".