



TITLE	Retrieving Patient Equipment
TODAY'S DATE	May 6, 2020
SECTION	<input type="checkbox"/> Organization Wide <input type="checkbox"/> Emergency Department <input type="checkbox"/> Inpatient <input checked="" type="checkbox"/> Ambulatory <input type="checkbox"/> Nursing <input type="checkbox"/> Medical staff [physicians and advance care practitioners]

APPLICABLE LOCATIONS	<input type="checkbox"/> All Bozeman Health locations <input checked="" type="checkbox"/> Bozeman Health Deaconess Hospital <input type="checkbox"/> Big Sky Medical Center	<input type="checkbox"/> Belgrade Clinic + UrgentCare <input type="checkbox"/> Hillcrest Senior Living <input type="checkbox"/> b2 UrgentCare <input type="checkbox"/> b2 MicroCare
----------------------	---	---

VERSION DATE	05062020.1
CONTRIBUTORS	Merle Phipps, LeRoy Wilson, Crystal Skinner
APPROVED BY	Incident Command
APPROVAL DATE	May 6, 2020

**PURPOSE:**

To provide for a safe and organized method of retrieving patient equipment and facilitate a safe cleaning process during phased re-opening of the Bozeman Health Deaconess campus, with a focus on keeping patients off campus and out of the Diagnostic Sleep Center office without pre-screened appointments

**POLICY/PROTOCOL:**

During the phased Re-opening of the Diagnostic Sleep Center and Home Oxygen office we will see patients in our office with appointments only. This provides an effective path to limit patient volume on campus while continuing to provide necessary service. We propose the following paths to assist our patients while working to keep them off campus.

**NOTES:**

Patients will not be allowed within the Sleep Center/ Home Oxygen offices without a pre-screened office appointment during the phased re-opening. Options for equipment return and ongoing Positive Airway Pressure (PAP) supplies are provided below to continue service during this time.

**Home Sleep Test (HST) Equipment Returns:**

Whenever possible patients will be met at their vehicles utilizing pharmacy parking spaces next to the Emergency Department to retrieve HST equipment. If patients are already on campus and choose to come to our office we can accept the equipment at the front door without allowing entry into the office. Equipment bags are provided outside the office to return the equipment in. Return policy is reviewed with the patients at the time of their HST set-up.

**Positive Airway Pressure (PAP) Mask Loaner Program Equipment Returns:**

Because of the importance of the PAP mask loaner program in maintaining/assisting in CPAP compliance we will continue to provide this important service during the phased re-opening. To do so we will retrieve loaner masks from patients at their vehicle in the pharmacy parking are when requested. Additionally we are providing a return bin with individual bags outside of the Diagnostic Sleep Center office to retrieve PAP mask loaner equipment for patients on campus.

**PAP Repair and Equipment return:**

Patients needing to return PAP devices outside of regular scheduled appointments will be met at their vehicles in prescheduled times by Home Oxygen staff. Patients needing to see an RPSGT or Respiratory Therapist will require a pre-screened appointment and will not be allowed in the office otherwise.

**OTHER POLICIES/PROTOCOLS TO REFERENCE:****SCOPE:**

We anticipate these adjustments to be temporary and reserve the right to revise or discontinue these adjustments with or without notice depending on the current understanding and/or business needs of Bozeman Health relating to COVID-19.