



HOSPITAL DIRECT: EQUIPMENT ORDER FORM

Important notes for completing this form

Equipment ordered is only for use as an outpatient.

Equipment for use during an inpatient stay is the responsibility of the hospital.

To ensure your order is processed without delay, please consider the following:

Have you

- Quoted an **approved** TAC claim number
- Identified level of urgency
- Completed all fields under client details
- Identified customisation details where required
- Identified length of time equipment is required for hire items
- Completed all therapist contact details
- Completed all delivery details
- Ensured both pages are attached when processing

Privacy

The TAC respects your patient's privacy. The TAC will retain the information we obtain on your patient's claim file. If you would like more information about privacy and the TAC, please call the TAC or visit our website at www.tac.vic.gov.au to obtain a copy of our privacy policy.

What you need to do

- The equipment listed on this form is commonly required to ensure a patient's safe discharge. Requests for other equipment need to be made in writing to the TAC. Please do not add equipment to this form.
- Refer to the TAC Equipment Contractors business websites (available from www.tac.vic.gov.au) for full details of equipment listed on this form.
- Timeframes to supply discharge equipment are based on business work hours from receipt of the order. Please consider the client's home location, installation needs for equipment and the effect of weekends and public holidays before selecting the level of urgency.
- For all substituted orders, outside of catalogue items (i.e. different brand) will automatically be placed as a Customised (delivery by notification) request.
- For rehabilitation patients, where discharge planning is an ongoing process, please submit this form as soon as possible.
- Refer to TAC's website www.tac.vic.gov.au for the list of TAC Equipment contractors details,

How to order

- Orders can be placed directly with one of the TAC Equipment Contractors. For ordering details please refer to www.tac.vic.gov.au

Client details

Client name

Client address

Post code

Gender Male Female

Claim no.

Date claim accepted by the TAC

Date of birth

Date of accident

Telephone no.

Mobile no.

Delivery details *if different from client details*

Department

Delivery address

Post code

Delivery contact name

Contact telephone no.

Order details

Date and Time lodged with TAC Equipment Contractor

Name of hospital

Proposed discharge time and date

Therapist details

Therapist name

Therapist telephone no.

Therapist fax no.

Therapist email

Level of urgency

- Level 1: within 8 business hours
- Level 2: 8-16 business hours
- Level 3: 3-10 business days
- Level 4: Customised (delivery by notification)

Please note: 'Business hours' refers to Monday – Friday, 9am - 5pm





HOSPITAL DIRECT EQUIPMENT ORDER FORM

Equipment supply details

Product description <i>please tick</i>	Dimensions, product size and specifications
<input type="checkbox"/> Over toilet frame <i>adjustable</i>	Seat height available (49cm – 61cm) <i>specify size</i>
<input type="checkbox"/> Splash guard over toilet aid	
<input type="checkbox"/> Urinals	<input type="checkbox"/> Standard <input type="checkbox"/> Male, non-spill
<input type="checkbox"/> Toilet surround frame	
<input type="checkbox"/> Bedside commode <i>adjustable</i>	Pan & Lid included
<input type="checkbox"/> Bed poles	<input type="checkbox"/> Double bed <input type="checkbox"/> Single bed <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Both sides
<input type="checkbox"/> Medical Sheepskin <i>one size only</i>	
<input type="checkbox"/> Bath board	<input type="checkbox"/> Basic (4 slats) <input type="checkbox"/> Standard (5 slats) <input type="checkbox"/> Raised (40mm, 70mm or 90mm) <i>specify size</i>
<input type="checkbox"/> Bathtub grab rail	
<input type="checkbox"/> Push on shower hose <i>self install</i>	<input type="checkbox"/> Single (1.25m) <input type="checkbox"/> Single (2m) <input type="checkbox"/> Double (1.25m) <input type="checkbox"/> Double (2m)
<input type="checkbox"/> Handheld shower	<input type="checkbox"/> Installation <input type="checkbox"/> Single (1.3m) <input type="checkbox"/> Extension 2m hose
<input type="checkbox"/> Switchcock	<input type="checkbox"/> Installation
<input type="checkbox"/> Non slip mats	<input type="checkbox"/> Shower mat <input type="checkbox"/> Bath mat
<input type="checkbox"/> Shower chair	<input type="checkbox"/> Adjustable with arms <input type="checkbox"/> Dynamic adjustable <i>specify height</i>
<input type="checkbox"/> Shower stool	<input type="checkbox"/> Adjustable <input type="checkbox"/> Strapping <input type="checkbox"/> With arms <i>specify height</i>
<input type="checkbox"/> Westgate Bridge Chair	
<input type="checkbox"/> Kitchen stool <i>adjustable</i>	<input type="checkbox"/> With arms <input type="checkbox"/> No arms <i>specify height</i>
<input type="checkbox"/> Kitchen trolley	<input type="checkbox"/> Wooden tray <input type="checkbox"/> Plastic tray <i>specify height</i>
<input type="checkbox"/> Axilla/underarm crutches	<input type="checkbox"/> Paediatric <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large Client height
<input type="checkbox"/> Adjustable elbow/forearm crutches	<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large Client height
<input type="checkbox"/> Crutches – other	<input type="checkbox"/> Gutter Client height
<input type="checkbox"/> Gutter frame (Easy Walker)	<input type="checkbox"/> Folding-forearm supports <input type="checkbox"/> Folding-Pistol Grips Client height
<input type="checkbox"/> Gutter frame (Easy Walker) <i>accessories</i>	<input type="checkbox"/> Glides – pair <input type="checkbox"/> Rear Castors – pair
<input type="checkbox"/> Walking frame <i>pick up</i>	<input type="checkbox"/> Adjustable <input type="checkbox"/> Adjustable-folding Frame height <i>specify</i> <input type="checkbox"/> Casters <input type="checkbox"/> Gliders (pr) <input type="checkbox"/> Stoppers
<input type="checkbox"/> Walking stick <i>adjustable</i>	<input type="checkbox"/> T-handle cane <input type="checkbox"/> T-handle Alum <input type="checkbox"/> Swan <input type="checkbox"/> Folding <input type="checkbox"/> Palm grip <i>specify</i> <input type="checkbox"/> Left <input type="checkbox"/> Right
<input type="checkbox"/> Walking stick <i>adjustable</i>	<input type="checkbox"/> 4 point (quad) <input type="checkbox"/> 3 point (pyramid)
<input type="checkbox"/> Slide board	<input type="checkbox"/> Beasy <input type="checkbox"/> Homecraft Curved <input type="checkbox"/> Beasy Pivot <input type="checkbox"/> Slider
<input type="checkbox"/> Grab rails	<input type="checkbox"/> Installation of grab rails – length marked on wall <input type="checkbox"/> Yes <input type="checkbox"/> No <i>specify quantity</i>

Substituted orders – customised (delivery by notification) up to \$300 per item

Product description (brand, code/s)	Dimensions, size specifications, client requirements

Hire items only

Hire period: Victorian public hospitals – 30 days post discharge date only Additional hire required
Specify 2 weeks 4 weeks 6 weeks 3 months 6 months other _____

Hire period start date _____ Hire period end date _____

Product description <i>please tick</i>	Dimensions, product size, specifications
<input type="checkbox"/> Wheelchair standard/manual <i>hire only</i>	<input type="checkbox"/> Standard (18") <input type="checkbox"/> Other widths available (12" – 20") <i>specify seat width</i>
<input type="checkbox"/> Wheelchair elevating leg rest <i>hire only</i>	<input type="checkbox"/> Left <input type="checkbox"/> Right
<input type="checkbox"/> Mobile shower commode <i>hire only</i>	<input type="checkbox"/> Standard (18") <i>specify</i> <input type="checkbox"/> Attendant propelled <input type="checkbox"/> Self propelled
<input type="checkbox"/> Bath transfer bench <i>adjustable hire only</i>	Back rest rail <input type="checkbox"/> Left <input type="checkbox"/> Right
<input type="checkbox"/> Portable ramps <i>hire only</i>	<input type="checkbox"/> Checkerplate Suitcase – 1200mm <input type="checkbox"/> Checkerplate Suitcase – 1600mm <input type="checkbox"/> Checkerplate Folding track

Small stock items

Refer to TAC's website for TAC approved small stock list

Product description	Quantity, specifications

