



DASCO
Home Medical Equipment

Our Family Serving Yours

Hospital Bed

Thank you for choosing DASCO to provide you with your hospital bed. Hospital beds are primarily used for positioning of the body in ways not feasible with a regular home bed or to permit the attachment of other pieces of equipment that cannot be attached to a home bed. While a prescription is not required to dispense a hospital bed, it is necessary if DASCO is going to bill your insurance. Both the patient and the caregiver(s) should become familiar with all the basic operations of the hospital bed.

OPERATING INSTRUCTIONS ...

Semi-Electric Hospital Bed ...

A semi-electric hospital bed is a bed that has electronic function of elevating the head and the leg portions, but the overall height (ground to mattress) must be adjusted manually (with a crank). The pendant has 4 buttons: one pair to operate the head spring and the other pair to operate the foot spring. With each pair of buttons, one lowers and the other one raises. If your electric goes out you can still operate the bed manually with the crank for the head and foot.

GENERAL TIPS ON YOUR HOSPITAL BED ...

- The bed height can be raised to prevent bending or stooping by the caregiver(s) when assisting the patient.
- We recommend before you elevate the head section, you elevate the leg section slightly; this prevents the patient from sliding down the bed. This is also generally more comfortable.
- The bed should be adjusted to allow the best possible position to get the patient into and out of bed.
- When transferring into a wheelchair or commode, raise the height of the bed slightly when getting out and lower the bed slightly for transfers back into bed, this allows a "down hill" transfer which is easier because of the assistance of gravity.
- Patients who are unstable should not attempt to transfer into or out of the hospital bed without assistance.
- The wheels on the bed contain locks, which should always be engaged any time the patient is transferring into or out of the bed.
- The castor locks should also be "locked" when turning the patient in the bed.
- The side rails should be elevated when turning a patient in bed; the patient should be turned towards the caregiver, never roll the patient towards the opposite side of the bed.
- Do not move the bed on your own, rather call 800-892-4044 and a DASCO Associate will assist you.

REMEMBER TO CONTACT DASCO IF...

- Your Hospital Bed malfunctions. It is important to call as soon as possible.
- You are unable to keep a scheduled appointment.
- Your physician changed your prescription.
- You move or your phone number changes.
- You have a change in insurance or physician.

INFECTION CONTROL: What are everyday preventive actions?

Everyday preventive actions are steps that people can take to help slow the spread of germs that cause respiratory illness, like flu. These include the following personal and community actions:

- Cover your nose and mouth with a tissue, when you cough or sneeze. This will block the spread of droplets from your mouth or nose that could contain germs.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand rub.
 - Scrub hands with soap or sanitizer thoroughly for 30 seconds.
 - Rinse thoroughly when using soap and dry with a clean paper towel
 - Turn faucet off with paper towel
- Avoid touching your eyes, nose, and mouth. Germs spread this way.
- Try to avoid close contact with sick people
- If you or your child gets sick with a respiratory illness, like flu, limit contact with others as much as possible to help prevent spreading illness. Stay home (or keep your child home) for at least 24 hours after fever is gone except to seek medical care or for other necessities. Fever should be gone without the use of a fever-reducing medicine.
- If an outbreak of flu or another illness occurs, follow public health advice. This may include information about how to increase distance between people and other measures.

If you have any questions about your Hospital Bed, do not hesitate to contact us at: 800-892-4044

WE ALSO RECOMMEND....



Bedside Commode



Gel Overlay Mattress



Overbed Table



Trapeze Bar



Wheelchair

**IF YOU ARE INTERESTED IN THESE ITEMS OR ANY OF THE OTHER PRODUCTS
DASCO OFFERS, PLEASE CONTACT THE CONTINUING CARE DEPARTMENT AT
800-892-4044!**

DELIVERIES: Please anticipate your oxygen needs for the next 3 months and place your order in advance. All delivery pricing applies to routine, quarterly office hour deliveries only. Additional fees may apply on nights, weekends, and holidays.

LIMITED WARRANTY: Goods are being selected by you or are prescribed by a physician. They are not being manufactured by us, the supplier, therefore, we have no expressed warranty on the goods being furnished beyond the description of the goods contained herein. In no event shall we, the supplier, be liable for damages in connection with the consumer's use of the product. Implied warranties, including any warranty of merchantability or fitness for a particular purpose are excluded to the extent permitted by law. Some states do not allow limitations on how long an implied warranty lasts or the exclusion or limitations of incidental or consequential damages so the above may not apply to you. This warranty gives you specific legal rights and you may also have other rights which vary from state to state.

MEDICARE EQUIPMENT & ALL PAYOR EQUIPMENT UNDER WARRANTY: Products sold or rented by DASCO or supplier may carry a manufacturer's warranty. DASCO or supplier will notify all beneficiaries of warranty coverage and we will honor all warranties under applicable law. DASCO or supplier will repair or replace, free of charge, Medicare-covered equipment that is under warranty. Owner manuals are available online at www.goDASCO.com or upon request.

RETURN POLICY: All sales are final 30 days after receipt of purchase. We cannot accept return of any used sale items, any opened supplies, or any items considered personal in nature.

PRIVACY NOTICE: DASCO Privacy Notice is posted at www.goDASCO.com or a copy is available upon request.

YOUR RIGHTS:

- ACCESS TO HEALTH CARE SERVICES:**
You have the right to equal access to any medically appropriate service provided by this company without regard to race, creed, gender, age, handicap, psychosocial condition, spirituality, personal values and beliefs. You have the right to have your privacy, safety, and security respected, the right to be free of pain as a result of treatment or equipment use, and the right of being free of abuse.
- INFORMED CONSENT:**
We encourage you to participate in all decisions regarding your care. You have the right to complete information regarding your diagnosis and treatment plan and will not be subjected to any treatment without your voluntary competent consent. You have the right to receive this information in a manner that you can understand. If there is a language or other communication barrier, we will attempt to provide an interpreter or other communication device to assist in our mutual understanding of one another.
- REFUSAL OF SERVICE:**
You have every right to refuse treatment. However, you also have the right to be informed of the possible risks involved in such a refusal and assume responsibilities for any consequences.
- RESPECT:**
You have the right to be treated with dignity and respect and to have your cultural or ethnic preferences addressed. We also feel that you deserve to be treated courteously under all conditions and circumstances.
- CUSTOMER CONFIDENTIALITY:**
It is our policy to maintain strict confidentiality in regards to all customer information. Privacy concerning your care is a fundamental right. Your information will only be released for treatment, payment, and health care operations. DASCO or supplier may record phone calls for quality assurance purposes.
- BILLING:**
You have the right to expect care, accuracy and attention to details when it comes to processing your bill. You have the right to be informed of charges for our services and of our policies regarding payment for services.
- CONTINUITY OF CARE:**
You have the right to receive required services in a timely manner. If, for some reason, we are unable to meet your needs, you will be promptly informed and referred to alternate services.
- COMPLAINTS:**
You have the right to voice concerns, to complain when our services do not meet your expectations and to expect solution of your complaint or problem without discrimination, coercion, reprisal or unreasonable interruption of services. To register a complaint, please call or write: DASCO Home Medical Equipment Company 375 N. West Street, Westerville, OH 43082, Attn: Privacy Officer 800-892-4044. DASCO or supplier is accredited by The Joint Commission, One Renaissance Boulevard, Oakbrook Terrace, IL 60181, 630-792-5800
- CAPPED RENTAL ITEMS:**
DASCO or supplier does accept and follow all capped rental guidelines. Medicare will pay a monthly rental fee for a period not to exceed 13 months, after which ownership of the equipment is transferred to the Medicare beneficiary. After ownership of the equipment is transferred to the Medicare beneficiary, it is the beneficiary's responsibility to arrange for any required equipment service or repair. Examples of this type of equipment include: Hospital beds, wheelchairs, alternating pressure pads, nebulizers, suction pumps, CPAP devices, patient lifts and trapeze bars. If item is not available for rent you may opt for an alternative provider. Equipment in this category can be purchased or rented; however, the total amount paid for monthly rentals can not exceed the fee schedule purchase amount. Examples of this type of equipment include: canes, walkers, crutches, commodes, and seat lift mechanisms.

YOUR RESPONSIBILITIES:

- INFORMATION:**
Provide DASCO or supplier with complete & accurate information regarding your health, communicable infections, insurance and demographics. DASCO or supplier is to be notified immediately of any changes or updates to the items listed.
- COMPLIANCE:**
Follow the treatment plan, as ordered by your physician and consent to the proposed care plan. If you do not understand the treatment plan, it is your responsibility to let us know. Insurance does not cover non-compliance and equipment not being used. Contact DASCO or supplier when equipment is no longer being used at 1-800-892-4044.
- EQUIPMENT:**
You agree to use the products as instructed. Any damage to the equipment placed in your care becomes your responsibility, beyond the normal wear and tear. This includes but is not limited to bug infestations, water damage, fire and theft.
- DELIVERY & SERVICE CALLS:**
Be at home for scheduled deliveries or service calls.
- RESPECT:**
You are responsible for respecting the rights of those professionals providing your service, care and billing. Disrespectful language and actions are not tolerated.
- IN PATIENT:**
Report hospital or nursing home admissions DASCO or supplier immediately so billing may be adjusted.
- FINANCIAL:**
You are responsible for:
 - Payment of all co-pays, deductibles and claims not paid by your insurance company
 - You will be charged a \$20.00 NSF fee for any returned check.
 - If your account is not paid in a timely manner, further collection action including interest, late charges, credit reporting and equipment repossession may occur.
 - Questions regarding your insurance coverage should be directed to your insurance company. Questions regarding your DASCO or supplier invoice should be directed to our billing dept. at 855-564-9014.
- INSURANCE:**
 - Medical documentation and testing are often required for insurance coverage. It is your responsibility to respond in a timely manner to any necessary requests to avoid insurance denials and full financial burden.
 - Your insurance company has the right to rent or purchase the equipment. Medicare beneficiaries may have the option of choosing depending on the equipment.
 - Notify DASCO or supplier with any insurance updates, changes and terminations.
- UNINTENDED CONSEQUENCES:**
You are responsible for accepting the unintended consequences of not following safety guidelines, equipment directions or your plan of care.

MEDICARE SUPPLIER STANDARDS

The products and/or services provided to you by DASCO HME or supplier are subject to the supplier standards contained in the Federal regulations shown at 42 Code of Federal Regulations Section 424.57(c). These standards concern business professional and operational matters (e.g. honoring warranties and hours of operation). The full text of these standards can be obtained at <http://ecfr.gpoaccess.gov>. An abbreviated version may be found at www.goDASCO.com. Upon request we will furnish you a written copy of the standards.