



**Date Approved:** March 6, 2017 .....

**Approved By:** Bethel Lutheran Church Council .....

**Title:** Medical Equipment Supply Policies and Procedures

**Purpose:** On numerous occasions, BLM is contacted by individuals wishing to donate used medical equipment (ie wheelchairs, walkers, canes, crutches, commodes, etc.). In order to be of service to persons in need of such equipment, BLM has accepted such donations. To operate this process in an orderly manner, the following policies and procedures are established.

Management of the Process

It is intended that a member volunteer, or small group, (Manager) will be recruited to manage the process. When a Manager is in place, their name(s) and contact information will be communicated in Highlights, Bethel Star and on the Bethel website. Potential donors will be encouraged to contact these persons to arrange for the donation.

At times when the position is not filled, or in cases that the donor comes directly to BLM, the Business Manager of office staff will handle the transaction and forward the information to the Manager.

Acceptance as a Charitable Donation

As a qualified non-profit charitable organization, we will provide a receipt to the donor, indicating the date and description of the item. However, it will be the responsibility of the donor to determine the value to claim as a charitable deduction.

Also, the receipt will indicate to the donor that the item may be loaned out or donated to another individual or entity in the future. Therefore, there will no assurance that the specific item will be available if they have another need arise in the future.

Location of Medical Equipment Inventory

The Manager will work with the BLM Trustees to determine appropriate space to store the available equipment. Once determined, the location will be communicated in the various BLM communication methods.

For practical purposes, the amount of any specific type of equipment will be limited to the amount considered necessary to meet normal needs based on past experience.

When the amount of donations of items exceeds the desired level, the excess will be donated to other service organizations.

### Lending Process

Members or community individuals in need of any equipment should contact the Manager with their request. The Manager will determine if the requested item is currently available. When the need can be met, the Manager will arrange for pickup by the borrower, or if necessary, deliver the item to them.

The borrower will be asked to sign a receipt to acknowledge receiving the items and sign a hold harmless agreement from any possible accident or injury that could occur from using the equipment.

Generally, no time limit for the borrowing will apply. The borrower will be able to use it as long as it is needed.

The borrower will be encouraged to return the item when no longer needed so that it will be available for others to use.

**Bethel Lutheran Ministries  
Medical Equipment Borrowing Form**

Borrower \_\_\_\_\_  
Name Signature

Address \_\_\_\_\_

Contact # \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_

Items Borrowed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The borrower agrees to return the borrowed equipment upon completion of the current need. Also, the borrower agrees to hold Bethel Lutheran Ministries harmless in connection with any accident or injury that may occur in using this equipment.

