



FACT SHEET

Ministry of Health Equipment Forms

Application for Standard Equipment

- Use this form when applying for standard equipment.
- Ensure that you have included the SIC Equipment Code.
- Where there is no SIC Code insert the word Special.
- Remember to indicate Yes or No for the Assessor Declaration.
- Remember to indicate Yes or No for the Person's Agreement.

Application for Complex Equipment

- Use this form when applying for complex equipment.
- Remember to indicate Yes or No for the Assessor Declaration.
- Remember to indicate Yes or No for the Person's Agreement.
- Indicate whether the application is for Purchase or Trial.
- Tell us what other documents will be attached to this application by using the attachments list on the front page.

Application for Extra Equipment

- Use this form when applying for a continuation of a trial, replacement of complex equipment or when applying for additional equipment on an existing application.
- Do not use this form for standard equipment.
- Indicate the existing application number on this form.
- Indicate whether the application is for Purchase or Trial.
- Remember to indicate Yes or No for the Assessor Declaration.
- Remember to indicate Yes or No for the Person's Agreement.

Equipment Information Form

- This form is to be given to your client when you are making the application to **accessible** for equipment.
- Do not send **accessible** a copy of this form.

Care and Use of Equipment Form

- This form is to be given to your client. It outlines their responsibilities around the care and use of the equipment that is to be issued to them.
- Do not send **accessible** a copy of this form.

Consideration of Risk Form

- This form is now a part of the Application for Complex Equipment Form and the Application for Extra Equipment Form.
- There may be rare occasions when it is necessary to complete this form separately from other paper work.

Specification Forms

- There are four forms in this section.
 1. Standard Shower Commode
 2. Complex Shower Commode
 3. Standard Wheelchair
 4. Complex wheelchair
- Use these forms as part of a complex application when applying for standard or complex shower commodes or wheelchairs.

How to Send Your Applications to accessible

There are three different ways that you can send us an application and these are:

1. By Fax to 09 620-1702
2. By Post to P O Box 27 804 Mt Roskill
3. By Email to moh@accessible.co.nz

It is important to remember the following when sending your application to us:

- Submit all your documents for an application by one of the above methods.
- Do not send part of the application by email and the other part by fax or post.
- By using only one method you will not run the risk of documents getting lost, therefore slowing down the process for the application.

Emailing Applications

- All applications must be emailed to moh@accessible.co.nz
- Do not email them to info@accessible.co.nz
- Place the client's name in the subject line. This will assist us when looking for any messages.
- Ensure that all the necessary documents have been attached to the email message.

The above information has been provided to enable your applications to progress through the system with out any major delays caused by lack of information. For more detail on processes and the forms please refer to the EMS Equipment Manual that can be found at www.accessable.co.nz