

***Over-Bed Table***

Model #: \_\_\_\_\_

Provider Name: \_\_\_\_\_

Serial #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Setting up your equipment:**

- Your equipment provider will fully assemble your over-bed table.
- All users of this equipment should understand how to use the equipment properly. Your delivery technician will provide a demonstration.

**Using your equipment:**

- Weight limit – Place no more than 20 lbs. on an over-bed table.
- Over-bed tables are intended for use with hospital-type beds in the home.
- Typical uses include:
  - To hold food while eating
  - Personal care item storage
  - To support activities of daily living
  - Aid in bedside bathing procedures
- Initial Adjustments  
Adjust height:
  - Locate the release handle under the tabletop (Usually at one short edge).
  - Engage the handle with one hand while using the other hand to guide tabletop to the desired height.
  - Release handle to lock tabletop into position.
  - Gently press downward on the tabletop to ensure it is locked before usage.
  - Roll table into position for usage.For Tilt Models:
  - Remove any items on the tabletop.
  - Adjust height as described above.
  - Engage tilt.



**Frequent replacement items:**

- If any part becomes loose or broken, notify your equipment provider immediately.

**Maintenance:**

- Periodically clean the table with warm water and a soft cloth.  
The following cleaning agents are acceptable:
  - dishwashing detergent (rinsing required)
  - mild disinfectant
  - bleach (1part bleach to 10 parts water)
- If casters begin to squeak, lubricate them with a household spray such as WD 40.



**Safety Issues:**

- Be sure adjustable parts are locked and secure before use.
- Keep hands and feet (or any body parts) away from moving parts
- No items in excess of 20 lbs. should be placed on the table.
- Do not sit or lean on the table.
- Do not use the overbed table to support patient weight or to assist in patient transport.

**Please contact your equipment provider for any questions, adjustments, or repairs.**

Your local provider:



©Copyright The VGM Group  
B.L.U.E. Sheet images, drawings, and text  
courtesy of VGM contracted vendors.

All Medicare DMEPOS suppliers must be in compliance with CMS Supplier Standards in order to obtain and retain their billing privileges. These standards, in their entirety, are listed in 42 C.F.R. pt. 424, sec 424.57(c). A supplier must disclose these standards to all customers/patients who are Medicare beneficiaries (standard 16). Supplier Standard 12 includes "A supplier ...must instruct beneficiaries on use of Medicare covered items".