

**GUIDELINES FOR ASSESSMENT PHOTOS AND MEASUREMENTS:**

All photos and measurements sent to Seating To Go are stored securely within the client electronic notes for assessment purposes only.

**Try to avoid black on black so we can see detail.**

**PHOTO'S OF USER IN WHEELCHAIR**



Photo of user sitting in wheelchair from the front. Try to take the photo directly in front of the user and avoid angling the camera up/down.



Photo of user from the side profile. If you are able, a photo from both the left and right side is helpful.



Photo of the user from back. Try to take the photo from directly behind the user, avoiding angling the camera up/down.

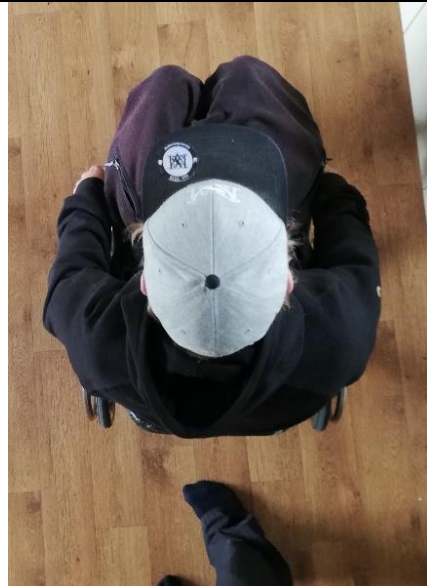


Photo from directly above the user in their wheelchair. This helps us to see the user's back shape and position of head, trunk and legs.



If user self-propels, take a photo from the side with user's hands down, at the centre of the axle.



If user self-propels, take a photo from the side with users hands on the top centre of the push rim.

#### PHOTO'S OF USER OUT OF WHEELCHAIR

Where the person has limited sitting ability, provide safe support or complete measurements in existing wheelchair if this is not possible.



Photo of user on a flat/solid kitchen chair from the side.



A further side photo of the user if they are able to sit upright, away from the back support.



A photo of the user from directly in front. Try to avoid angling the photo up/down.



A photo of the user from above. This helps to see the profile of the user's back shape

### USER MEASUREMENTS



**A=Seat (Hip) Width** - Take measurement across the **widest** point (hips/pelvis/thighs) and provide a gentle squeeze as you measure. Not so hard that you are pushing onto bone around the hips.



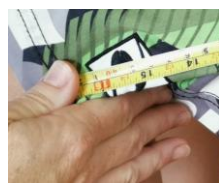
Hold tape measure straight = 10 ½".



Don't wrap tape measure around the pelvis. This will give you an incorrect measurement (13" vs 10 ½")



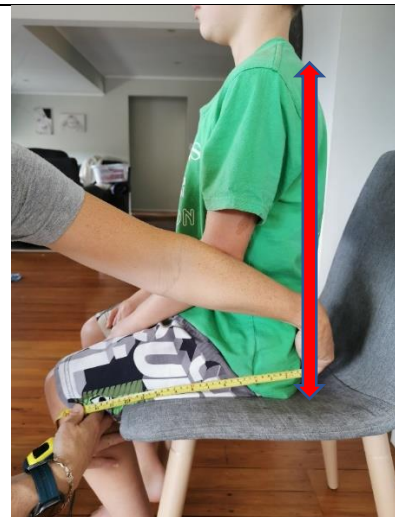
**B = Seat Depth** - Measure the distance from the back of the pelvis to the back of the knee. The user should sit up straight to take this measurement if they can. (14 ½")



If the user cannot sit upright, take the measurement at their best/most upright position. (16")



**C=Lower leg length** - Measure from behind the knee to the heel, with the foot flat on the floor.



**F = Back Height** (in red). Measure from seat surface to top of shoulders



**J = chest width** – Measure at widest point of ribcage. Keep tape straight as for hip width.

**Send the following:**

- A = seat (hip) width**
- B (L) = seat depth on left**
- B (R) = seat depth on right**
- C (L) = lower leg length on left**
- C (R) = lower leg length on right**
- F = back height**
- J = chest width**

These measurements help populate our assessment form.

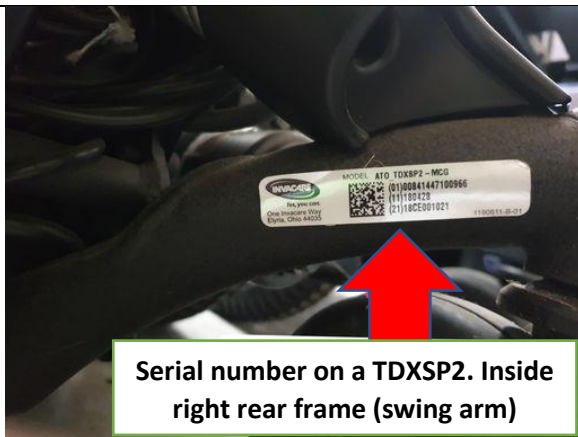
**YOUR WHEELCHAIR AND SEATING WILL HAVE ASSET NUMBERS AND SERIAL NUMBERS ON THEM. PLEASE PHOTOGRAPH THESE. BELOW ARE SOME EXAMPLES OF WHAT THESE WILL LOOK LIKE.**



**Enable Asset Number (MOH equipment)**  
You will find an asset number on your wheelchair, back support and cushion.



**Accessable Asset Number (ACC equipment)**  
This will be located on your wheelchair and some backs and cushions.



**Serial number on a TDXSP2. Inside right rear frame (swing arm)**

Serial numbers on power wheelchairs are usually found on the inside of the base frame.



Back support serial number and size. These can also be found underneath the foam pad on the inside of the backrest shell.



Manual wheelchair serial numbers are usually found on the frame under the seat or on the inside of the main frame



RoHo cushion serial number, model and size is found underneath the cushion. (cover off).