

HACKETTSTOWN COMMUNITY HOSPITAL
Administrative Policy and Procedure

SECTION: FINANCE

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TITLE: EQUIPMENT - BORROWING, LOANING, RENTAL

PURPOSE:

To establish provision for obtaining equipment which enables proper functioning of the hospital and/or care of patients.

POLICY:

Borrowing Equipment Within the Hospital

Any unit or department wishing to use equipment from another area is to request permission from the person in charge of the equipment before it is removed. The person borrowing the equipment is responsible for returning it to the assigned area as soon as possible, and notifying the person in charge of the return.

Borrowing Equipment from Outside the Hospital

Authorization for, and arrangements to borrow equipment or supplies from other hospitals or groups must be arranged through Purchasing. When the borrowed equipment is to be returned, notify Purchasing who will make the necessary arrangements.

Loaning Equipment

Equipment or supplies may, under certain conditions, be loaned to other hospitals for short periods of time. All such requests are to be directed to Purchasing who will finalize the arrangements.

Rental of Equipment

Equipment required for the functioning of the hospital or for patient care may be rented for specific periods of time as needed. Arrangements will be made through Purchasing. Rental equipment costs will be billed to the department requesting the rental.