

HACKETTSTOWN REGIONAL MEDICAL CENTER

Administrative Policy & Procedure

Biomed Reports

=====

Effective Date: February 2002

Cross Referenced:

Reviewed Date: 8/04, 11/07, 1/09, 4/12

Revised Date:

Policy No: MM17

Origin: Materials Management

Authority: Chief Financial Officer

Page: 1 of 1

PURPOSE

To provide necessary controls for auditing, balancing, identifying, and maintaining accuracy of the Biomed Equipment Inventory, and scheduled maintenance.

POLICY

Each Department will be responsible for controlling and notifying the Biomed Department of any equipment changes. Monthly reports will identify the status of each piece of specific equipment that requires follow up, and/or compliance resolution.

PROCEDURE

1. The Biomed technician produces a scheduled planned maintenance report each month, using the current inventory file. This report identifies each piece of equipment requiring planned maintenance for that month and is used by the Biomed technician to coordinate the maintenance.
2. On a quarterly basis the Biomed Department will produce several reports:
 - Activity Summary of planned maintenance
 - Equipment Past Due for planned maintenance
 - Equipment added to inventory
 - Equipment deleted from inventory
 - Repair and Maintenance Activity
3. Department Managers will receive a notification of equipment past due, if appropriate. When the location, status, or equipment availability has been determined, the Manager must communicate this to Biomed.
4. Biomed service activity for High-Risk/Life Support Equipment that is not serviced within the scheduled month is reported to the Safety Committee.
5. Biomed service activity for All Other Equipment is reported to the Safety Committee, quarterly.