

**HARDIN COUNTY GENERAL HOSPITAL
HOSPITAL-WIDE POLICY**

Title: Equipment/Supply Request Procedure
Policy Number: 129
Regulation:

Effective Date: 5/1/2005
Med Staff:
Admin:

I. POLICY

To improve the communication and expedite the process of ordering equipment and supplies needed in all departments

II. DEFINITIONS

N/A

III. RESPONSIBILITY

All Staff

IV. EQUIPMENT

N/A

V. PROCEDURES

1. Each department will request supplies and equipment in writing using the Equipment/Supply Request Form. Indicate on the form the level of priority (1 - 4, 1 being greatest).
2. If a supply is to be purchased using grant monies, please indicate so on the form and list the grant being used.
3. Routine supplies used by each department are sent to the warehouse attendant by the person making out the request.
4. Non-routine supplies and equipment requests must be approved by the appropriate Department Head. They will sign the form in the space provided. If the order is denied at this level, the Order Denied Date and Reason For Denial will be filled in by the Department Head denying the order.
5. If approved the original request is to be taken to the Hospital Administrator's Office or slid under the door when no one is in. The department submitting the request must make a copy for follow-up purposes. The request will be approved or denied by the Hospital Administrator.
6. The request will be routed by the Administrator to the appropriate department for processing or Order Denied Date and Reason For Denial information will be filled in.

7. The Department Head or designee will monitor the copies of the requests for timely response. Those requisitions that are still pending at the end of the month without approval or denial are to be forwarded to the Risk Manager.

8. The Risk Manager will follow-up on all pending requests for the month and present them back to the appropriate Department Head with follow-up information.

VI. DOCUMENTATION

Equipment/Supply Request Form