

## **Supply Management**

**Purpose:** To define basic guidelines for management of patient care supplies to ensure that materials are readily available and that resources are used efficiently.

**Guidelines:**

1. Supplies will be maintained by establishment of a par level whenever feasible. The par level should meet workload demands and minimize the necessity of overnight orders.
2. Interventional patient care supplies must be reviewed and approved by the section medical director.
3. All supply purchase and inventory data will be maintained in an ACCES database. The section manager is responsible for ensuring that the database is maintained.
4. On a weekly basis, a supply purchase record report will be generated and provided to the medical director for review.
5. A complete inventory of non CMS items will be performed monthly.

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