DELIVERIES OF MEDICAL DEVICES AND SUPPLIES DURING NON-STANDARD HOURS

Purpose:

To delineate the procedure for accepting, controlling, and tracking medical supplies and devices; packages; and letters that are delivered to the University by common carriers during times when the Receiving department is not available.

Policy:

1. At those times when the Receiving Department is not available, all medical supplies and devices, packages, and letters shall be taken to Central Medical Supply (CMS), Room KG-23. This counter (Dispatch Desk) will be available and personnel present 24 hours per day, 7 days a week, year round.

2. CMS will maintain a permanent log that shows the order information, delivery information, carrier name, charges (if any), any notifications done, and to whom the items are eventually signed out to.

3. CMS person shall sign for and accept these items as per procedures set forth by the Receiving Department, retaining and copying all appropriate documentation for the items. CMS shall be responsible for the items until delivered or turned over to designated responsible parties.

4. If the delivery contains radioactive, bio-hazardous, or refrigerated material requiring special handling, the CMS person on duty shall immediately notify the University Police dispatcher. (CMS shall make a copy of all shipping documents and the copies will be sent with the delivery. CMS shall retain the originals until they can be turned over to the receiving department.) The carrier should remain until the University Police officer can escort this delivery person and items (with packing lists, delivery tickets, and so on) from CMS to a place specially designated (usually G414D) as per University Police procedures.

5. Upon receipt of the package, letters, or materials, CMS personnel shall do one of the following:

   a. If these items can be stored safely in CMS, they will be placed on a shelf designated for the purpose or in a readily available area near the CMS Dispatch Desk. Notifications will be made as described below. The items shall be clearly labeled as a “non-standard delivery needing further attention during normal business hours.”

   b. If the items are designated for a particular doctor or clinician, CMS will notify the Hospital Switchboard to contact the recipient. Signatures will be obtained and copies will be made as per procedure, and the item released to the appropriate person or representative. If there is no response from the individual, the items will be stored in CMS until either the individual does
take delivery or the items can be turned over to the Receiving Department for delivery, whichever comes first.

c. If the items are designated for a department, CMS shall notify the department by telephone, noting the time and to whom the call was made. Signatures will be obtained and copies will be made as per procedure, and the item released to the appropriate person or departmental representative. If there is no telephone response from the department, the items will be stored in CMS until either the department does respond or the items can be turned over to the Receiving Department for delivery, whichever comes first.

d. If the items are still present in CMS during normal operations hours of the Receiving Department, the CMS person shall immediately notify Receiving personnel who will, in turn, take possession of and have responsibility for the items.

6. Individuals picking up items shall be clearly identified with his or her name and signature written in the CMS log book. CMS shall retain the shipping and other receiving documents and turn these over to the Receiving Department at the earliest opportunity. The log book shall be the sole record retained by CMS.

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Administrator

2/20/13
Date

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