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SECTION: SUPPORT SERVICES

AREA: DISTRIBUTION SERVICES

SUBJECT: REQUEST FOR CHANGE IN MATERIAL STATUS

PURPOSE

The purpose of this policy is to inform all departments within the University of Arkansas for Medical Sciences (UAMS) of the procedures to be followed for adding, changing or deleting items in the UAMS Stock Supplies Inventory.

SCOPE

This policy covers all UAMS employees, faculty and staff.

DEFINITION/CRITERIA

For an item to be added, changed, or deleted in the UAMS Stock Supplies Inventory, the item:

1. Should be ordered by more than 1 department with any exceptions approved by Distribution Services; and/or
2. Must be ordered once per month as a minimum or have a 1 bx/lcs minimum monthly usage.

Item usage rate of turns in either boxes or cases will be determined by Distribution Services.

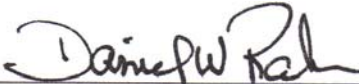
PROCEDURES (ITEMS TO BE ADDED OR CHANGED)

1. Departments requesting the addition or deletion or other change of items to the Stock Supplies inventory must submit a Request for Change of Material Status form to the Director of Hospital Materials Management (patient care items) or the Buyer / Planner in Distribution Services.
2. A copy of the Change of Material Status Form is available from the Support Services web site at <http://www.uams.edu/supplychain/distribution/forms.asp> Distribution Services - Supply Chain - University of Arkansas for Medical Sciences for download.
3. The Buyer / Planner of Distribution Services will evaluate the request and advise the Director of Distribution Services. The Buyer/Planner will inform the Director of Hospital Materials Management or the requesting Department (whichever appropriate) as to the acceptance or rejection of its request.

4. In the case of patient care items, the Director of Distribution Services will approve or resolve with the Director of Hospital Materials Management.
5. Approved items will be processed for placement in the inventory of stock supplies and the requesting department will be notified as to the availability of the item and any other pertinent information.
6. At the time of the request, the requesting department should identify an acceptable substitution on the Request for Change of Material Status form in the event of any manufacturer backorder.
7. All changes in the Medical Records forms must be approved by medical forms coordinator in the IT department.

PROCEDURES (ITEMS TO BE DELETED)

1. The Distribution Services Buyer / Planner will generate a quarterly report evaluating the Stock Supplies Inventory.
2. Items not meeting anticipated usage rates will be referred to the requesting departments for re-evaluation of need.
3. The requesting department will have 15 days to respond to notification. At the end of 30 days, the item may be deleted with notification. During re-evaluation item will be turned off to re-order
4. Items, which are determined to be expired or obsolete based on non-usage by the requesting department, may be deleted from the inventory and charged to the original requesting department.

Signature: 

Date: November 2, 2011