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Surgery Center of Munster LLC

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Next Review: 07/2025
Owner: *Rebecca Rainey: Registered Nurse*
Policy Area: *Supply Chain*
References:

Consignment

PURPOSE:

To track and monitor equipment and supplies brought into the facility through consignment.

POLICY:

1. Manage inventory and ownership for consigned or loaned products at the facility.
2. To establish a guideline for products consigned and/or loaned.
3. To establish a process for inventory control.
4. To establish quality and safety controls for consigned/loaned products used in patient care.
5. To establish terms for appropriate billing practices.

DEFINITIONS:

Vendor: Any representative of a manufacturer or company who visits for the purpose of soliciting, marketing, or distributing products or information regarding the use of medications, products, equipment, and/or services.

Supply Chain Management: Materials Management Department.

Consignment: Indicates that the vendor will leave equipment, instruments, and other products with the facility without transferring ownership or cost to the facility.

Consigned: Any equipment, instruments, and other products that a vendor leaves at the facility for use without transferring ownership to Hospital

PROCEDURE:

GENERAL GUIDANCE

1. All new incoming consignment and loaned equipment, instruments, and other products will be inventoried by the vendor and the facility at time of drop off and pick up. A photograph will be taken of the equipment, instruments, and other products at the time of drop off. The vendor will be required to fill out the vendor instrument tracking form when dropping off the instruments and or supplies and again when picking up.
2. Prior to vendor removing a tray or instruments from the facility, the sales representative and the facility will inventory the outgoing items and a second photograph will be taken.

3. Vendors are not permitted to open trays, packs, or sets without the prior approval and assistance of the facility.
4. The facility and vendor will inspect products and perform inventory during the arrival process. The vendor will be responsible for providing an inventory sheet.
5. Supplies and implant pricing must occur before the loaner trays/ supplies are received
6. Immediate-Use Sterilization should not be used as a substitute for insufficient instrument inventory resulting from late delivery of loaner instrumentation.
7. Advanced notice of more than 24 hours is required if any medical equipment being brought in requires biomedical evaluation before use.
8. Invoices received 90 days after PO has been issued will be considered null and void.

CONSIGNMENT ITEMS

1. The delivery of the consigned and loaned equipment, instruments, and other products should take place 48 hours prior to scheduled procedure date.
2. Any product supplied by the vendor on the day of the surgical procedure must have prior approval for use.
3. Vendors are not permitted to move or inventory trays, packs, instruments, or sets without the prior approval and assistance of the facility.
4. Any additions or deletions to the consigned items, or request for removal of the tray must be in writing and presented to Materials Manager prior to implementation. Any discrepancies in tray counts or items must be brought to management's attention the day of the procedure or the facility is not responsible for missing items.
5. This facility will not reimburse for any item that vendor claims is missing when any vendor fails to provide an inventory sheet, and does not verify the inventory with management when the tray(s) are received.
6. Products may be shipped to the facility with prior approval. This facility will not reimburse for any item that vendor claims is missing when any vendor fails to arrive to unpack and inventory delivered items.

CONSIGNMENT IMPLANTS

- A. Any product supplied by the vendor on the day of the surgical or interventional procedure must have prior approval for use.
- B. Any changes to the consigned item or request for removal of implant must be in writing signed by the vendor and Materials Management.
- C. Upon the use of the implant, the identification labels will be presented to the facility and documented in the patient's medical record.
- D. Circulator is to document for the implant log the critical information and send the information to their materials management department who then creates a requisition for the purchase.
- E. The serial and/or lot numbers are noted on the purchase requisition for purchase. The patient's label which includes the patient's medical record number, must be presented with purchase request.
- F. Vendor is responsible for items opened by the vendor and discarded, unless otherwise agreed upon.

G. Periodic inventory by the vendor and the facility will take place for consigned products and the vendor and the facility will sign the inventory in agreement. This verification process will be completed at a minimum quarterly.

1. Vendor is responsible for supply amount and expiration date

Billing Practices

A. Timely billing and timely resolutions to any billing disputes will be required

- 1.

Attachments

[VENDOR INSTRUMENT TRACKING FORM.docx](#)

Approval Signatures

Approver	Date
Michelle Corner: Director of Nursing	07/2022
Michelle Corner: Director of Nursing	07/2022
Rebecca Rainey: Registered Nurse	07/2022

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