



PSYCHIATRIC HOSPITAL -- ADMINISTRATIVE/FISCAL

**BILLING OF CONVENIENCE ITEMS AND MEDICAL/SURGICAL SUPPLIES
OPERATIONAL PROCEDURE**

July, 1997 (rv 9/02, r 9/05, rv 3/08)

Policy Ref: 110-05

Reviewed/Revised: November, 2013

Procedure: 705-10

A. PURPOSE:

To identify items that are utilized by individuals and document a billing method.

B. PROCEDURE:

- I. All items will be labeled with appropriate name in the Central Supply Room.
- II. The Convenience Items and Medical/Surgical Supplies Billing form (FISCAL:079) will list all items in the supply area. Items not listed should be written in.
- III. Items removed from the Center Supply Room should be signed out to the appropriate individual and unit. A Central Supply Room Log (PH:147) detailing any items removed from the Central Supply room will be maintained and kept in the Central Supply Room. The log will include:
 - a) Date
 - b) Name of individual item is being removed for
 - c) Name of unit to which the item removed is to be billed
 - d) Item being removed
 - e) Quantity of item removed
 - f) Name of staff removing item
- IV. The staff member that distributes convenience items to the individuals or medical/surgical supplies for individuals must indicate all items on the Convenience Items and Medical/Surgical Supplies Billing form (FISCAL:079). The Nurse Manager for the unit has the ultimate responsibility to assure that all items are signed out appropriately.
- V. At the time of discharge, the ward clerk will complete the Fiscal Packet to include the Convenience Items and Medical/ Surgical Supplies Billing form (FISCAL:079) and place in the chart.

PROCEDURE APPROVED:

QI/RM Director

Date