
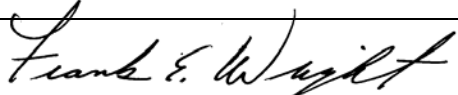


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|---|--------------------------------------|--|
|  | <b>STANDARD OPERATING GUIDELINES</b> |  |
|   | SUBJECT                              | <b>EMS Supply Replacement</b>  |
|   | REFERENCE NUMBER                     | SOG-06-04  |
|   | EFFECTIVE DATE                       | January 1, 2006  |
|   | Signature of Approval                | <br>Frank E. Wright, Fire & Rescue Chief |

**TO: All Fire and Rescue Department Personnel**

**FROM: Capt. Frank Moore**

As everyone should know by now, the Emergency Department of Winchester Medical Center recently initiated a new procedure for the replacement of supplies for EMS incidents. EMS personnel are now required to contact a patient advocate or the charge nurse to obtain replacement supplies, rather than retrieving supplies from the PYXIS in the EMS room. As a result of conversations between this department's OMD, the Medical Director of the Emergency Department, Chief Miller, and me, it was felt that the following information must be conveyed to and understood by all department personnel.

For many years, the medical center has provided replacement supplies for much of the equipment used in patient care by the EMS agencies. The Emergency Department has monies budgeted for this purpose and must have verification of patient use through documentation on the patient care report. Federal law does not allow the ED to charge the patient for items used by EMS prior to the patient's admission, and the medical center is not required to provide these materials to EMS agencies. They have provided this service without charging a fee back to the agencies, but they may not be able to continue without the cooperation of EMS.

All personnel are reminded that items will be replaced by the ED on a one-for-one basis, dependant upon patient care report documentation of the number of each item used. It is the responsibility of EMS providers to replace items while at the ED at the conclusion of the incident, not the next day.

If there are items that are close to the expiration date, those items should be taken to the ED approximately 30 days in advance of the expiration date for replacement. Again, these items will be replaced on a one-for-one basis.

In 2002, over \$60,000 worth of equipment was taken from the EMS PYXIS that was not documented as used for patient care. While no member of this Department is known to be a contributor to this problem, it must be understood by all personnel that the removal

of supplies without authorization will be regarded as larceny and will not be tolerated by the Department or the medical center.