



## Inventories



### Policy A-IC-12

**June 29, 2006**  
**Revised April 26, 2013**  
**Revised June 13, 2019**

**Purpose:** **Purpose:** To ensure appropriate inventory control measures are implemented that address security, access, and distribution as a means of preventing loss and associated costs to the Health Department.

**Policy:** Access to medical supplies and biologicals will be limited only to those with a necessary business purpose in line with the performance of their duties. Generally, access will include the following persons: Purchasing Agent, Clinic Support Staff, and Clinic Providers. At all times medical supplies are to be secured with lock and key except when being transported from the district office to satellite sites.

#### **Procedure:**

- I. Health Centers
  - A. Biologicals and Medical Supplies
    1. A perpetual inventory of Health Center biologicals and medical supplies is maintained by the Clinic Nursing Staff at each health center.
  - B. Family Planning and TB Drugs/Supplies
    1. Health Center nurses at each site maintain perpetual logs of Family Planning Drugs and Supplies and TB Drugs and Supplies. Both must be hand counted at the end of each month and the information is retained for five (5) years.
  - C. WIC Food Instrument Physical Inventory
    1. The WIC Coordinator (or another designated employee without Food Instrument issuance responsibilities) must hand count and record all WIC Food Instruments, both Manual Food Instruments (MFI) and Computer generated Food Instruments (CFI), at each site in accordance with the Administrative Reference for Local Health Departments.
  - D. WIC Verification of Certification (VOC) Inventory
    1. The support staff at each site shall maintain an inventory of the WIC Verification of Certification (VOC) WIC-17 in accordance with the Administrative Reference for Local Health Departments. The WIC-17 will be completed if the computer system generated form is unavailable.

An inventory of WIC-17s must be maintained to record serial numbers received and serial numbers issued.

II. District Office

- A. All medical supplies not drop shipped to a Health Center are to be secured in a locked cabinet or closet as soon as practical upon delivery.
- B. Medical supplies should be ordered in quantities to meet agency demand and prevent spoilage and/or waste.
  - 1. Any medical supplies requested from a Health Center must be requested on an internal order form from the Health Center requesting said supplies.
  - 2. For out of stock medical supplies, a purchase requisition shall be completed and the proper authorizations obtained prior to ordering.
- C. All biologicals stored at the District Office are to be secured in a locked cabinet or closet as soon as practical upon delivery.
- D. Biologicals should be ordered only in quantities sufficient to meet agency demand and prevent expiration and/or spoilage.
  - 1. Biologicals requiring refrigeration storage are to be housed solely in a locked refrigerator with intact temperature monitoring and alarm system.
  - 2. For out of stock biologicals, a purchase requisition shall be completed and the proper authorizations obtained prior to ordering.
- E. Computer Equipment and Accessories
  - 1. The Information Technology Manager is responsible for maintaining a master list of all equipment, accessories and peripherals.
    - a. Details of inventory records includes date of acquisition, type, assignment when applicable.
  - 2. The Information Technology Manager is responsible for the disposition and removal of inventory from the master list.
    - a. Items removed from inventory shall follow a stringent set of procedures for the removal and security of data on memory cards, hard drives, and/or RAM of desktops, laptops, peripherals, printers, etc.

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**District Director**

**Date**

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**Chairperson, Three Rivers District Board of Health**

**Date**