

Methodist Health Services Corporation UnityPoint Health- Proctor	Page # 1 of 1	Section:	Policy #: 26
	Approved by:		Date: 6/2017 Review by: 6/2018
	Supersedes: Date Revised: 6/2017		
	Primary Responsible Parties: Dr. Ashley N. Huff Secondary Responsible Parties:		
	Joint Commission Standard:		
SUBJECT: SUPPLY REPLACEMENTS			

- I. POLICY:  
Supply Replacements
- II. PURPOSE AND STANDARD:
- III. POLICY SCOPE: Departmental
- IV. GENERAL INFORMATION:
  - A. Medications will be restocked to the UnityPoint Health EMS System provider agencies from the UnityPoint Health Proctor Hospital Pharmacy.
    1. An account for each individual UnityPoint Health EMS System provider agencies will be developed.
    2. Utilizing the attached order form, the agencies will fax or email their orders to the EMS Office and then email the EMS Office to confirm that the order was received.
    3. The EMS Office will submit it to the pharmacy and the pharmacy staff will complete the order.
    4. Agency staff will pick up the order in the pharmacy and then sign and return the order sheet to the EMS Office.
    5. Pharmacy will send billing information to the individual agency.
  - B. Equipment supplies will be maintained through each individual provider agency.
  - C. New equipment or medications to be utilized in the UnityPoint Health Proctor EMS System will be discussed in the UnityPoint Health EMS System Advisory Council along with mechanisms for obtaining these items for individual provider agencies.