



**PSYCHIATRIC HOSPITAL
ADMINISTRATIVE/FISCAL**

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

July, 1997 (10/18, 4/20, 5/21, 5/23)

Policy Ref: 110-05

Reviewed/Revised: June 2024

Procedure: 705-10

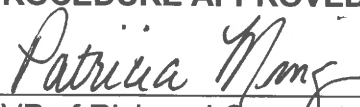
A. PURPOSE:

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


B. PROCEDURE:

- I. All items shall be labeled with the appropriate name in the Central Supply Room.
- II. The Convenience Items and Medical/Surgical Supplies Billing form shall list all items in the supply area. Items not listed should be written in.
- III. Items removed from the Central Supply Room should be signed out to the appropriate consumer and unit. A Central Supply Room Log detailing any items removed from the Central Supply room shall be maintained and kept in the Central Supply Room. The log shall include:
 - a. Date,
 - b. Name of consumer 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 consumers or medical/surgical supplies for consumers must indicate all items on the Convenience Items and Medical/Surgical Supplies Billing form. 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 shall complete the Fiscal Packet to include the Convenience Items and Medical/Surgical Supplies Billing form and place in the chart.

PROCEDURE APPROVED:



AVP of Risk and Corporate Compliance



Date