

Department Spotlight

Materials Management

Materials Management is responsible for ordering and maintaining medical and other supplies needed for adequate patient care throughout the Hospital. Our primary objectives are efficient materials planning, purchasing, procuring and receiving, storing and inventory control, distribution of materials, quality assurance, stewardship, and contract compliances.

Over the past few years Materials Management went through a major transformation. Becoming a part of CHI Supply Chain and CHI Connect -Lawson implementation changed the way of our operations. Our Materials Management team had to adopt many new rules and regulations. We moved to an almost paperless, automated, centralized process supported by the CHI Procurement Center in Denver.

A typical day in Materials Management starts with counting, scanning and restocking different locations -PARS. The Clean Utility Room, the Med Room, and the ED are restocked three times per week and Nurse Servers twice per week. After a “pick sheet” is created in the system, supplies are delivered and expensed to the appropriate department. Our freight is delivered daily by FedEx Ground and Express, UPS and Spee-Dee Delivery Service. Monday is the day we get our “big truck” with the weekly order from our distributor-Owens & Minor. After we inspect and match the freight with packing slips and purchase orders, supplies are properly stored in the Perpetual Inventory (Store Room) or delivered to requesting department. Each PO is received in Lawson. Our new system changed the process of ordering. Some departments (Lab and OR) are using the handheld to place their orders from the PARS (PAR Locations). Other departments (RT, Clinic and Radiology) use the Templates. Materials Management responsibility is to check the orders and keep the PARS and Templates updated and accurate.

When purchasing supplies we have to fully participate in the National and Regional Purchasing Contracts provided through the Supply Chain Group. CHI is a part of HealthTrust Purchasing Group which provides the best possible supply pricing for each CHI MBO. Contract compliances are closely monitored and used for Stewardship Reporting and Rebate allocation.

Materials Management is also responsible for Value Analysis (evaluation of new products/procedures), Contract Conversions, the RepTrax Kiosk (Vendor Registration System), and Procurement Card Administration.

Our Materials Management department consists of one full time position and one part time position. Marina is the Materials Management Manager and Yolanda is the Materials Management Tech.

