

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Dental Supply and Maintenance	Policy #: 7.1
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7.1 Dental Supply and Maintenance

POLICY:

It is the policy of Good Samaritan Health & Wellness Center to establish procedures for ordering, issue/turn in and maintenance of dental materials and equipment. It is applicable to the dental staff involved in ordering dental supplies and equipment.

I. SUPPLY PROCEDURES:

- Supply discipline must ensure an adequate but minimum inventory of supplies and operations equipment sufficient to meet the mission.
- The Dental Director appoints a dental staff member responsible for supply. This individual is charged with the following responsibilities, but not limited to:

RESPONSIBILITIES:

1. Operates an effective cost efficient dental supply.
2. Establish and maintain safeguards against loss, theft and/or damage to materials or equipment.
3. Conduct ongoing screening of stock.
4. Establish and maintain an appropriate level of consumable supply items that are used on a regular basis.

5. Set up and maintain a library of supply catalogs that may be used as a reference source.
6. Ordering and conducting inventories and proper storage of supplies and equipment.
7. Maintain files of care and maintenance guides and instructions.
8. Notify Dental Director of equipment requiring unscheduled maintenance or repairs.
9. Notify Dental Director of negative trends on supply management.
10. Providing liaison with the dental staff, dental supply representative on status of requested supplies/equipment (items on back order).

II. Inventory and Requisition:

Equipment or supplies required will be identified to the individual responsible for equipment ordering. When supplies are received they are checked with the inventory list enclosed to make certain that received were the ones ordered and in the correct amount and not defective. All discrepancies are immediately brought to the attention of the dental supply company.

III. Equipment Inventories and Responsibilities:

No property of any type will be removed from the dental center without the approval of the Dental Director.

IV. Equipment and Facility Maintenance:

- Preventative maintenance is the responsibility of the entire dental staff.
- Maintenance relating to proper operation, oil levels, simple lubrication, daily inspections, cleaning, minor exterior repair is all the responsibility of the biomedical equipment maintenance technician. Equipment in need of repair is reported to the Dental Clinic Supervisor who will make arrangements for the equipment to be

repaired.

All Dental Staff will strive to reduce expenditures through the economical use of supplies and utilities.