



Petersburg Medical Center

Materials Department Report August 2024

Workforce Wellness

The Materials department has experienced many changes over the past few months. Laura Buehler, our previous part-time assistant, switched to PRN. Nicole, the full-time assistant who had been with us for more than three years, left in early June. The assistant who replaced her also left a month later. Currently, I am training two new assistants, which is always challenging due to the rapid turnover. Training two new assistants simultaneously is a significant task, and I hope to return to my regular schedule soon.

Community Engagement

I have been searching for a freight/shipping company for years, but unfortunately, I have not had any success. The companies I previously contacted didn't work out. I am currently in touch with Triose, whose team collaborates closely with Premier GPO reps and the HRS Group to offer freight savings. I am hopeful that it will work out this time.

Triose has experience working with hospitals in geographically challenging areas, and they are eager to discuss the options available under the Premier/HRS contract and the potential savings. I am gathering more information to get started with what they can offer. I also requested input from our GPO/HRS Regional Account Manager, who confirmed that Triose is a well-known freight company. According to her, Triose is a great partner to Premier and works with many of their members.

GPO: Group Purchasing Organization

HRS: Health Resource Services

I am continuously collaborating with Bartlett Regional Hospital and Wrangell Medical Center. Last month, we faced issues with backordered supplies, but fortunately, they have the items we needed. We also had supplies they required, so it was a mutually beneficial exchange. Additionally, we are consistently supporting some establishments in Petersburg, such as OBI and PFVD, by providing supplies like gloves and other necessary items.

Patient Centered Care

Materials Management ensures that all inventory supplies and special orders are up to date and available for patients when needed. Our department is ensuring that all the supply rooms on the floor are replenished and organized.

Facility

We conducted our annual/fiscal year inventory in July and the results were good. The counting process went smoothly, but I encountered some issues finalizing the results in Cerner. Apparently, two accounts were being processed through CSV printouts. I contacted Cerner and the issue was resolved.

PETE
Med Center Physical Count Summary

Location :	PETE INVENTORY STOREROOM	Pre Perp Count	\$101,937.1	Total Variance :	\$1,412.35
Count # :	159231645	Value :	6	Positive Variance :	\$872.92
Committe d :	6/26/2024 12:37	Post Perp Count	\$102,270.6	Negative Variance :	(\$539.43)
Committe d By :	Randrup, Melva Yere	Non-Perp Count	5	Net Variance :	\$333.49
		Value :	\$0.00		

The issues with receiving credit memos in Cerner are intermittent. They get fixed but then reoccur. I am currently discussing a service request with Cerner Associate Consultant regarding this issue. Materials Management is also working closely with the A/P department to monitor and address receiving discrepancies.

Our manual expensing system issues persist, but they are not related to Cerner. The problems occur on the clipboard where staff record information when expensing items from the warehouse. These issues include incorrect item numbers being written on the form, missing item numbers and quantities, mismatches between item numbers and descriptions, and difficulty interpreting unclear or illegible handwriting. Training new staff is challenging and time-consuming due to these problems. Despite these difficulties, the materials staff are working hard to keep the inventory up to date.

Our new mail machine is now in place and works well. However, we still need a printer for the labels we create for mailing packages. In the meantime, we are using an online website for printing labels.

Financial Wellness

We are making every effort to compare prices from each vendor when placing orders. We review items that are not regularly checked out and seek alternatives already available in our inventory. I am creating a list of items that are not frequently expensed, identifying possible alternatives from our existing inventory and sending them to departments for approval. This approach will help us reduce our inventory list, including items that have already been replaced.

Submitted by: Melva Randrup, Materials Manager
