

## Dispensing of Medical Supplies

The Central Supply Room services shall provide the requested hospital medical supplies utilizing standardized recording, reporting and monitoring of hospital stocks.

<b>Office or Division:</b>	Central Supply Room – Nursing			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	Nurses/Nursing Attendant			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Requisition Slip		Nurse Station		
Charge Slip		Nurse Station		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Requisition Slip together with the Charge Slips.	1. Receive the Requisition Slip together with the charge slip.	None	4 minutes	Nursing Attendant Central Supply Room
	1.1 Instruct client to wait for the call to pick up the supplies.	None	1 minutes	Nursing Attendant Central Supply Room
2. Wait for the call from Central Supply Room Personnel.	2. Prepare the medical supplies.	None	3 hours	Nursing Attendant Central Supply Room
3. Receive call from Central Supply Personnel.	3. Inform client that the items are ready for pick up.	None	5 minutes	Nursing Attendant Central Supply Room
4. Accept medical supplies.	4. Endorse the medical supplies requested.	None	10 minutes	Nursing Attendant Central Supply Room
4.1 Sign the receiving	4.1 Let the client	None	3 minutes	Nursing Attendant Central Supply Room

logbook.	sign the receiving logbook.			
	<b>TOTAL:</b>	<b>None</b>	<b>3 hours and 18 minutes</b>	