



Policy: Hospital Annual Inventory Count

Policy Number: Admin: A1-5

Effective Date: 8/25/2024

Review Date: 8/25/2025

Approved By: John Montanio

Purpose

To establish a systematic and accurate process for conducting inventory counts at West Ascension Parish Hospital, d/b/a Prevost Memorial Hospital, ensuring all inventory items are accounted for and discrepancies are identified and addressed.

Scope

This policy applies to all departments within West Ascension Parish Hospital, including Pharmacy, Respiratory, Imaging, Laboratory, Nursing, and Central Supply, involved in the inventory counting process.

Procedure

1. Preparation of Counting Sheets

- The **Purchasing Agent** will create and issue inventory counting sheets to each department manager at the start of the inventory count week.

2. Counting Process

- **Two-Person Team:** Each department will assign a two-person team responsible for counting all inventory items within their respective department.
- **Pharmacy Representative:** The Pharmacy Representative is required to count and document all pharmaceuticals and narcotics on the designated count sheets.

3. Observation and Verification

- **Auditor Involvement:** The Auditor will observe the final inventory count to ensure accuracy and compliance with this policy.

4. Submission and Processing





- **Count Sheet Submission:** All completed count sheets must be submitted to the Purchasing Agent before the final count with the Auditor.
- **Final Count:** Upon completion of the final count, the Auditor will return the count sheets to the Purchasing Agent for processing.

5. Central Supply Responsibilities

- Central Supply is solely responsible for maintaining and managing the audit count inventory sheets throughout the process.

6. Final Review and Sign-Off

- **Chief Financial Officer:** The Chief Financial Officer will conduct a final review of the inventory count results and sign off on the completed count.
- **Reporting:** The Chief Financial Officer will present all findings to the CEO for review and further action.

Compliance

All staff involved in the inventory count process must adhere to the procedures outlined in this policy to

Contact Information

For questions regarding this policy, please contact:

- **Purchasing Agent:** Sandra Rose
- **Chief Financial Officer:** John Montanio

Approval:

John Montanio
Chief Financial Officer
West Ascension Parish Hospital
Date: 8/28/2024

