

Description of Equipment

Location of Equipment (Health System wide, a department, physician office)

Questions to Address	Consultants	Check Mark if Complete, Non-Applicable
<p>What types of procedures would the equipment enable a practitioner to perform?</p> <ul style="list-style-type: none"> • Invasive • Non-invasive • High-risk • Low-risk • Estimated Volume of Procedures 	<p>Practitioner wanting the equipment, literature search.</p>	
<p>What is the Cost of the Equipment? Has a Capital Purchase Request Form been completed? What is the return on the investment?</p>	<p>CFO, Controller and Director of Contract Management</p>	
<p>Is the equipment ordered through a reputable manufacturer, a manufacturer that has been utilized before? Satisfied with service? Is the equipment standardized – meaning is it the same model that we already possess?</p>	<p>Director of Contract Management and Director of Facilities Management</p>	
<p>Does this need to be incorporated into a preventative maintenance program?</p>	<p>Director of Facilities Management</p>	
<p>Have you consulted with other departments that may be using this piece of equipment?</p>		
<p>Have you consulted IS to see what is needed for the new capital request?</p>	<p>VP of Information Systems</p>	
<p>What are the reimbursement and billing issues?</p> <ul style="list-style-type: none"> • Medicare • Medicaid • Third Party • Type of setting – office, hospital, surgery 	<p>VP of Corporate Compliance, Compliance Auditor, Director of Managed Care Contracting, Director of Fiscal Services and Central Billing</p>	

<p>What are the safety issues surrounding the equipment?</p> <ul style="list-style-type: none"> • Checklist to ensure alarms are turned on, equipment is working properly, etc. • Incorporate in Department Checklist • Manufacturer's guidelines • FDA recalls, or other recalls and ECRI reports? 	<p>Safety Officer, Director of Facilities Management and Risk Manager</p>	
<p>Construction or Renovation Required?</p>	<p>Director of Facilities Management</p>	
<p>What is the Competency required for the practitioners:</p> <ul style="list-style-type: none"> • Physician – Credentials Committee • Health System Personnel – Look at Position Description, Competency Checklist for Department, type of education (Web Ed, written test, hands-on demonstration) • Quality Indicators to determine competency achieved. 	<p>Director of Medical Staff Services, Director of Education, Director of Human Resources, Director of Process Improvement, Quality Managers and Risk Manager</p>	
<p>Do standing orders, clinical practice guidelines, policies and procedures need to be revised or created?</p>	<p>Director of Case Management, Quality Managers and Legal Services</p>	
<p>Does patient teaching material need to be developed? Will employees need to be trained and educated?</p>	<p>Director of Education</p>	
<p>Does the equipment or medical product need to be marketed or advertised?</p>	<p>VP of Marketing, PR, HR and Development and Director of Public Relations</p>	
<p>What are the JCAHO and NCQA standards?</p>	<p>Legal Services and Quality Management</p>	