

## Medical Supplies PC.M20

**Regulatory Citation(s):** | 42 CFR 418.106  
**L-Tag(s):** | 686, 687

**POLICY:** Lifesong Hospice and Palliative Care provides the medical supplies necessary for the palliation and management of the patient’s terminal illness and related conditions. Access to medical supplies is available 24/7.

**PROCEDURE:**

1. Upon admission, the nurse provides the patient and family with a sufficient quantity of medical supplies to last until scheduled delivery.
2. Admissions nurse (or Registered Nurse Case Manager) places a medical supply order for delivery to the patient’s home within the first 72 hours of admission.
3. Patient care staff may obtain medical supplies needed for patient care during normal working hours at the hospice office.
4. If additional supplies are needed before scheduled delivery, the staff member in need first communicates with other staff on duty to inquire if they have the needed supplies available.
5. If additional supplies cannot be obtained from another staff member, the staff member collaborates with the Director of Clinical Services to procure supplies from a local source and submits the cost as a reimbursable expense.
6. Staff is required to anticipate patient’s medical supply needs and order appropriate amounts in order to avoid running out of supplies.
7. The on-call staff has access to the hospice office and the medical supply closet after hours.
8. Expiration dates (as applicable) are checked prior to use and are checked monthly by the hospice’s team assistant or other administrative support staff. Outdated medical supplies are discarded.
9. Discolored, wet or damaged medical supplies are discarded.
10. Medical supplies are stored in a clean environment that is maintained at an appropriate temperature separate from dirty supplies.

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