

HEMS One: The Equipment Inventory Record

Main Tab

The Main Tab of the equipment record contains most of the information about the physical equipment. Fields that appear yellow are required.

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Main | Schedule | Other Details | Parts | Attachments | IT Fields

Control # 00-01450	Serial # 85042322	Asset # 1123	GS1/UDI <input type="text"/>
Model # TVC-5100-2	Name CAMERA, VIDEO	Manufacturer KOYO ELECTRONICS	
EQ Type CAMERA, VIDEO	Class NON-CRITICAL	System NONE	
Life Expectancy 5	Device Inclusion TEMP	Supplier NONE	
Costcen # 1134	Department RADIOLOGY	Location ROOM 1151	
Revision 2.1.6	Ownership NONE	Storage Location Maint Exempt	
Warranty Exp Date 08/28/2020	Service Exp Date <input type="text"/>	Purchase Date 08/03/2019	Purchase Price 12000.00
PO 00000000	Retire Date <input type="text"/>	Last Maintenance 03/14/2023	Storage Date 12/05/2024
Placed in Service Date 10/13/2019	Age at purchase 0.00		
euserfield1 <input type="text"/>	euserfield2 <input type="text"/>		

Active UTL Status: No

UPS

Emergency Power

Loaner

Tester

Library

No Backup

AEM ? No

Powerstrip No

Battery No

PM

Service Manual

Operator Manual

Alarm No

ECRI # 17001

ECRI Name CAMERAS, VIDEO

Equipment Text	Work Order Notes
http://www.google.com https://www.advcem.com/hemsdashboard ftp://www.eq2.com B #: 76765	Asset ID: 1234567 Service ID: Sub Location:

1. **Control #:** This is a unique number entered or scanned in from a barcode to identify the equipment.
2. **Serial #:** This is the serial # of the equipment.

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3. **Asset #:** This is an additional unique identifier. Some users use the Asset #s from their accounting departments in this field for reporting ease.
4. **GS1/UDI:** This field is for the Unique Device Identifier (UDI or GUDID) provided by the manufacturer. If a UDI is used, the model information will automatically populate in the equipment record.
5. **Model #:** The model number of the equipment.
6. **Name:** The model Name. This field will automatically populate when the model # is selected. This field is tied to the Model record and cannot be edited.
7. **Manufacturer:** The manufacturer of the equipment. This field will automatically populate when the model # is selected. This field is tied to the Model record and cannot be edited.
8. **EQ Type:** The type of equipment. This field will automatically populate when the model # is selected. This field is tied to the Model record and cannot be edited.
9. **Class:** The equipment Class. This field will automatically populate when the model # is selected. This field is tied to the Equipment Type record and cannot be edited.
10. **System:** The equipment System. This field will automatically populate when the model # is selected. This field is tied to the Equipment Type record and cannot be edited.
11. **Life Expectancy:** The Life Expectancy of the equipment. This field will automatically populate when the model # is selected. This field is tied to the Equipment Type record and cannot be edited.
12. **Device Inclusion:** An additional way to group equipment.
13. **Supplier:** The supplier of the equipment.
14. **Costcen #:** The Cost Center number associated with the department that owns the equipment.
15. **Department:** The Department that owns the equipment.
16. **Location:** The physical location of the equipment.
17. **Warranty Exp Date:** The warranty expiration date of the equipment.
18. **Service Exp Date:** The service expiration date of the equipment. If the equipment is associated with a contract, the end date of the contract will appear here as the Service Expiration Date.
19. **Purchase Date:** The date the equipment was purchased.
20. **Purchase Price:** The cost of the equipment.
21. **PO:** The PO# used to purchase the equipment.
22. **Reitre Date:** The date equipment was retired. Retired means removed completely from ownership through sale, donation, or disposal.
23. **Last Maintenance:** This date will reflect the last WO issue date for the equipment. This field cannot be edited.

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24. **Storage Date:** The date the equipment was put into storage.
25. **Placed in Service Date:** The date the equipment was placed in service.
26. **Age at Purchase:** If the equipment was purchased used, then the age of the equipment at time of purchase would be entered here.
27. **uerfield1:** a customizable field.
28. **userfield2:** a customizable field.
29. **Equipment Text:** This is an open text field.
30. **Work Order Notes:** This is an open text field. Any information added here will appear on every work order issued for the equipment.
31. **Active:** If this box is checked, the equipment record is active.
32. **UTL Status:** If the equipment is Unable to Locate, the status will be shown here.
33. **UPS:** This is a Yes/No field indicating if the equipment has an associated UPS.
34. **Emergency Power:** If this box is checked, the equipment needs to be connected to Emergency Power.
35. **Loaner:** If this box is checked, the equipment is on loan.
36. **Tester:** If this box is checked, the equipment is used as a Tester.
37. **Library:** If this box is checked, the equipment is part of an equipment library that can be used for requisition, distribution, and return of loaned equipment.
38. **No Backup:** If this box is checked, there is no backup for this equipment.
39. **AEM?:** If this field says, "Yes", the equipment is part of the AEM program.
40. **Powerstrip:** If this fields says, "Yes", the equipment is plugged into an CMS/AAMI approved powerstrip.
41. **Battery:** If this fields says, "Yes", the equipment uses battery power.
42. **PM:** This is tied to the Model field and cannot be edited.
43. **Service Manual:** If the box is checked it indicates that a service manual is available for the equipment. This field is tied to the Model and cannot be edited.
44. **Operator Manual:** If the box is checked it indicates that an operator's manual is available for the equipment. This field is tied to the Model and cannot be edited.
45. **Alarm:** If this says, "Yes", it means the equipment has a patient activated alarm.
46. **ECRI #:** The ECRI# of the Equipment Type. This field is tied to the Equipment Type and cannot be edited.
47. **ECRI Name:** The Name of the Equipment Type. This field is tied to the Equipment Type and cannot be edited.

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Schedule Tab

The Schedule Tab shows the scheduling information about the equipment.

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Main **Schedule** Other Details Parts Attachments IT Fields

Schedule By Date

Equipment Type Equipment Model Department Location Equipment Float Schedule Date
September ▼ 28 ▼

Schedule Template - From Model TVC-5100-2

PM Procedure

CAMERA, CINE ENDOSCOPIC

[] 1. AUTOSEQUENCE A5
General Device, No Leads

[] 2. INSPECT EXTERIOR OF EQUIPMENT FOR DAMAGE

Assigned Engineer
HAG

Priority - From Risk

Schedule Date for multi year
September ▼ 2019 ▼

Float multi year schedules

Schedule Frequency
Semi - Annual

Group	PM Procedure	Details	
Test June18	OSMOMETER	UNSCHEDULED	🔗 🗑️
24th Jul Update	ON DEMAND MAINTENANCE	UNSCHEDULED	🔗 🗑️

[Add Group](#)

1. **Schedule By Date:** If this box is checked, the equipment will be on the schedule.
 - a. **Schedule By Date Radio Buttons:**
 - i. **Equipment Type:** this is tied to the equipment record's Equipment Type. The date associated with the Equipment Type cannot be edited on the equipment record. It must be edited in the Equipment Type module.

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- ii. **Equipment Model:** this is tied to the equipment record's Model. The date associated with the Equipment Model cannot be edited on the equipment record. It must be edited in the Equipment Model module.
 - iii. **Department:** this is tied to the equipment record's Department. The date associated with the Department cannot be edited on the equipment record. It must be edited in the Department module.
 - iv. **Location:** this is tied to the equipment record's Location. The date associated with the Location cannot be edited on the equipment record. It must be edited in the Location module.
 - v. **Equipment:** this is unique to the equipment so the schedule date can be adjusted on the equipment record.
 - vi. **Float:** this is also unique to the equipment so the schedule date can be adjusted on the equipment record.
2. **Schedule Date:** The Month and Day of the Month that the PM schedule will use to generate PM WOs at their given frequencies.
 3. **Schedule Template:** If this box is checked, the PM Procedure can be changed.
 4. **PM Procedure:** The PM Procedure associated with the equipment from either the Equipment Type, Equipment Model, or the individual piece of equipment.
 5. **Assigned Engineer:** if this box is checked, initials of Engineering Employees can be entered. All work orders generated for the equipment will be assigned to whomever is designated in the Assigned Engineer field.
 6. **Priority – From Risk:** This shows the Priority as defined by the Risk Score. This field cannot be edited.
 7. **Schedule Date for multi year:** This field is used when the PM frequency for the equipment is less often than annual. If the box is checked, the month and year can be set for multi-year scheduling.
 8. **Schedule Frequency:** This indicates the frequency at which the PM WOs will be generated.
 9. **Group:** If the equipment is associated with a Group, the Group name will appear here.
 - a. **PM Procedure:** The PM Procedure associated with the Group.
 - b. **Details:** this field shows if the Group PM Procedure is scheduled.
 10. **Add Group button:** use this to add equipment to an existing list of Groups.

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Other Details Tab

The Other Details tab is where the additional equipment information can be reviewed. The risk information is generally defined on the Equipment Type and Equipment Model records. If needed, the risk assessment can be edited for an individual piece of equipment.

Equipment Inventory Add/Edit

Main Schedule **Other Details** Parts Attachments IT Fields

Risk Assessment Risk Value : 3

Category	Statements
EQUIPMENT FUNCTION (E)	MISCELLANEOUS - NON-PATIENT RELATED (1)
CLINICAL APPLICATION (A)	THERE IS NO SIGNIFICANT IDENTIFIED RISK (1)
PM REQUIREMENT (P)	PM FREQUENCY IS NOT REQUIRED (1)
LIKELIHOOD OF FAILURE (F)	M-T-B-F IS GREATER THAN 5 YEARS (1)
ENVIRONMENT OF USE (U)	PRIMARILY USED IN NON-PATIENT AREAS (1)

Incoming Inspection (From service area)
10027 - Device Specific -1

Retirement Procedure (From service area)
REMOVE ePHI INFORMATION

Survey Date: [] Custodian: NONE

1. **Risk Assessment:** if this box is checked, the risk assessment can be edited by using the drop-down menus in the Statements fields.
2. **Category:** the category of the risk assessment.
3. **Statements:** the risk statement for the category.
4. **Equipment Function:** The function of the equipment.
5. **Clinical Application:** The clinical application of the equipment.
6. **PM Requirement:** The PM frequency requirement for the equipment.
7. **Likelihood of Failure:** The Mean-Time-Between-Failure span.
8. **Environment of Use:** The environment in which the equipment is used.
9. **Incoming Inspection:** The pre-defined incoming inspection from the service area.
10. **Retirement Procedure:** The pre-defined retirement procedure from the service area.
11. **Survey Date:** The date of the last survey on the equipment
12. **Custodian:** The custodian of the survey process.









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Parts Tab

The Parts tab is where parts can be added to equipment. If work orders associated with the equipment use inventory parts, those parts will show up here.

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Main Schedule Other Details **Parts** Attachments IT Fields

Part #	Part Type	Manufacturer	Quantity	Procedure	Frequency	Schedule Qty	
*VFS7S-2015UP	INVERTER	NONE	1.00				 
+24V REGULATOR	REGULATOR, VOLTAGE	NONE	1.00				 
2372876	MAGSTAND	GE MEDICAL SYSTEMS	1.00				 
0-28-DP003-0	CONNECTOR	SMITHS MEDICAL	1.00				 

[Add Parts](#)

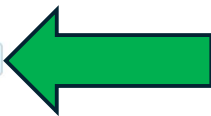
1. **Part #:** The part number for the inventory part.
2. **Part Type:** The type associated with the part number.
3. **Manufacturer:** The manufacturer of the part.
4. **Quantity:** The quantity of the part.
5. **Procedure:** The procedure name associated with a PM part.
6. **Frequency:** The procedure frequency associated with a PM part.
7. **Schedule Qty:** The part quantity needed to perform PM.

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Use the Add Parts button in the lower left corner of the Parts tab to add inventory parts to the equipment record.

Equipment Inventory Add/Edit							✓	🔒	✕
Main Schedule Other Details Parts Attachments IT Fields									
Part #	Part Type	Manufacturer	Quantity	Procedure	Frequency	Schedule Qty			
*VFS7S-2015UP	INVERTER	NONE	1.00						
+24V REGULATOR	REGULATOR, VOLTAGE	NONE	1.00						
2372876	MAGSTAND	GE MEDICAL SYSTEMS	1.00						
0-28-DP003-0	CONNECTOR	SMITHS MEDICAL	1.00						

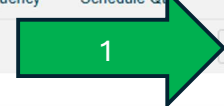
Add Parts



Use the edit icon at the far right of a Part entry to edit the part (1). Use the delete icon at the far right of the Part entry to delete the part (2).

Equipment Inventory Add/Edit							✓	🔒	✕
Main Schedule Other Details Parts Attachments IT Fields									
Part #	Part Type	Manufacturer	Quantity	Procedure	Frequency	Schedule Qty			
*VFS7S-2015UP	INVERTER	NONE	1.00						
+24V REGULATOR	REGULATOR, VOLTAGE	NONE	1.00						
2372876	MAGSTAND	GE MEDICAL SYSTEMS	1.00						
0-28-DP003-0	CONNECTOR	SMITHS MEDICAL	1.00						

Add Parts



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Attachments Tab

The attachments tab is for any files that need to be attached to the equipment record.

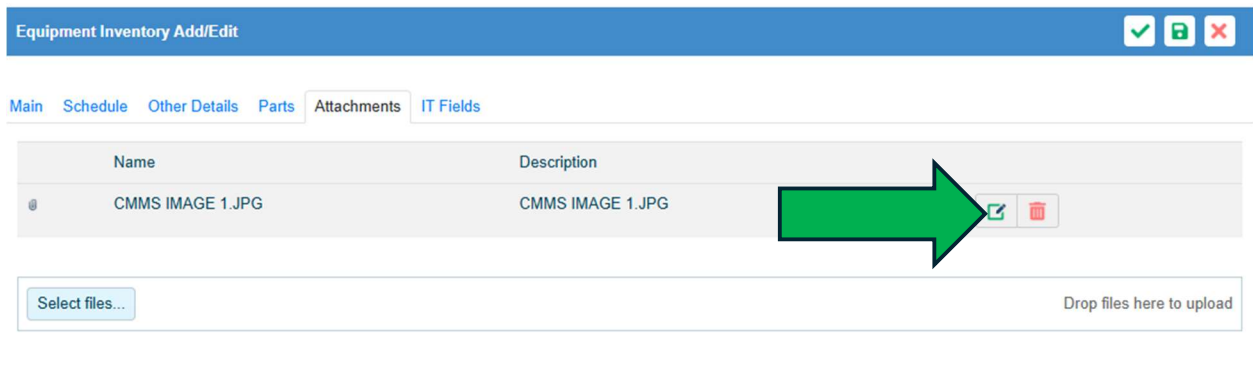


1. **Name:** The filename of the attachment.
2. **Description:** The description of the attachment.

To add files, click on the Select files button to browse for the file (1) , or drag and drop the file(s) where indicated on the lower right (2).



To edit an attachment, click on the Edit icon on the far right of the attachment listing.




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To delete an attachment, click on the Delete icon. Any attachments on the Equipment Type and/or Equipment Model records that are associated with the equipment record will appear here. Those attachments cannot be edited or deleted from the equipment record.

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Main Schedule Other Details Parts Attachments IT Fields

Name	Description	
CMMS IMAGE 1.JPG	CMMS IMAGE 1.JPG	

Select files... Drop files here to upload



IT Fields Tab

The IT Fields tab is used for tracking IT information on equipment that connects to the network or supports DICOM interface. If information is entered in the IT fields on the model record associated with the equipment record, the information will show up on this tab.

Equipment Inventory Add/Edit ✓ 🔒 ✕

Main Schedule Other Details Parts Attachments **IT Fields**

Network
 Check if the device type can be connected to network **Required for DICOM devices. Cannot be unchecked.**

DICOM
 Check if device type supports DICOM interface

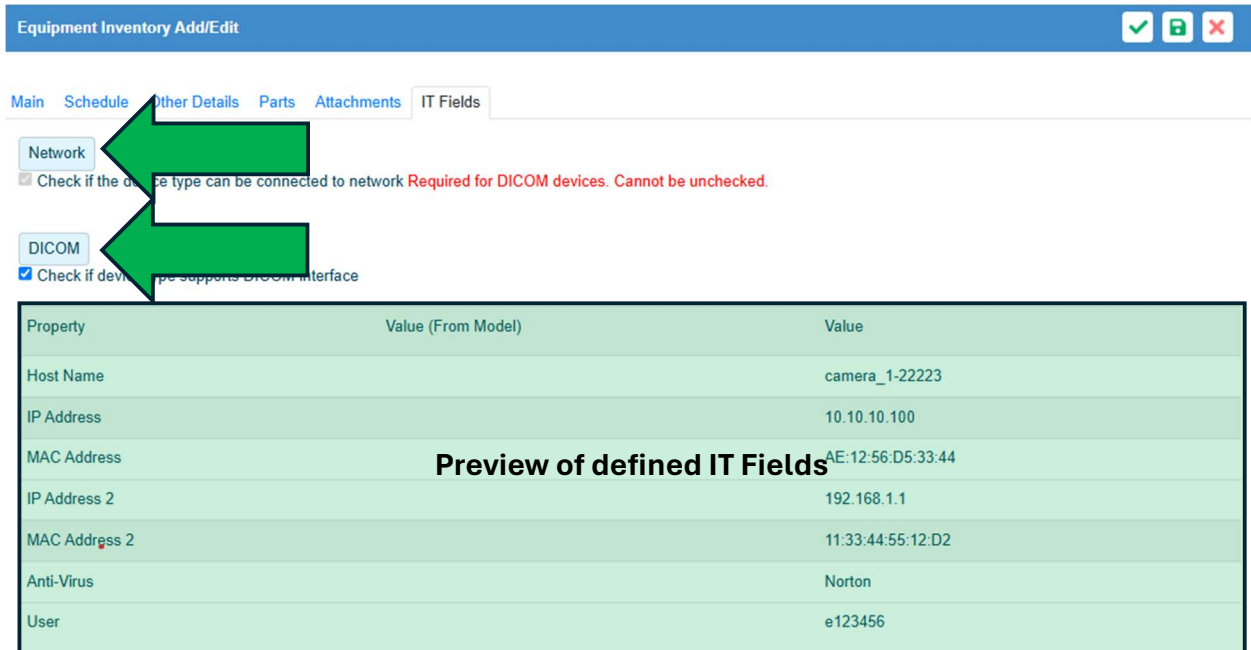
Property	Value (From Model)	Value
Host Name		camera_1-22223
IP Address		10.10.10.100
MAC Address		AE:12:56:D5:33:44
IP Address 2		192.168.1.1
MAC Address 2		11:33:44:55:12:D2
Anti-Virus		Norton
User		e123456

1. **Network button:** Check the box below the Network button to activate it. If the equipment model record associated with the equipment has already been defined as able to connect to the network, this button will be activated.

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2. **DICOM button:** Check the box below the DICOM button if the equipment supports DICOM interface. If the equipment model record associated with the equipment has already been defined as supporting DICOM interface, this button will be activated.
3. **Property:** The property name of the IT field.
4. **Value (From Model):** The property value defined on the model record associated with the equipment.
5. **Value:** The value entered on the equipment record.

Click on the Network or DICOM buttons to add or edit the IT Fields properties.



Equipment Inventory Add/Edit

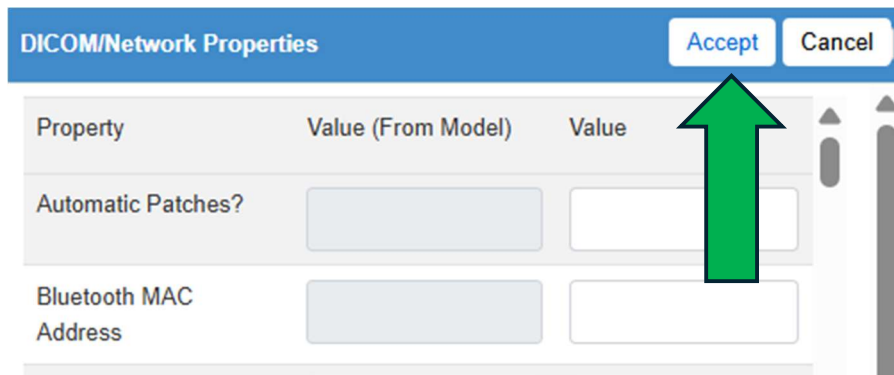
Main Schedule Other Details Parts Attachments IT Fields

Network
 Check if the device type can be connected to network Required for DICOM devices. Cannot be unchecked.

DICOM
 Check if device type supports DICOM interface

Property	Value (From Model)	Value
Host Name		camera_1-22223
IP Address		10.10.10.100
MAC Address		AE:12:56:D5:33:44
IP Address 2		192.168.1.1
MAC Address 2		11:33:44:55:12:D2
Anti-Virus		Norton
User		e123456

Once the button is clicked, the DICOM/Network Properties window will appear. Once the equipment specific IT Field changes have been made, click the Accept button. *Note: Properties from the Model record cannot be edited. If a Model property needs to be edited, it must be done on the Model record.*



DICOM/Network Properties

Accept Cancel

Property	Value (From Model)	Value
Automatic Patches?	<input type="text"/>	<input type="text"/>
Bluetooth MAC Address	<input type="text"/>	<input type="text"/>