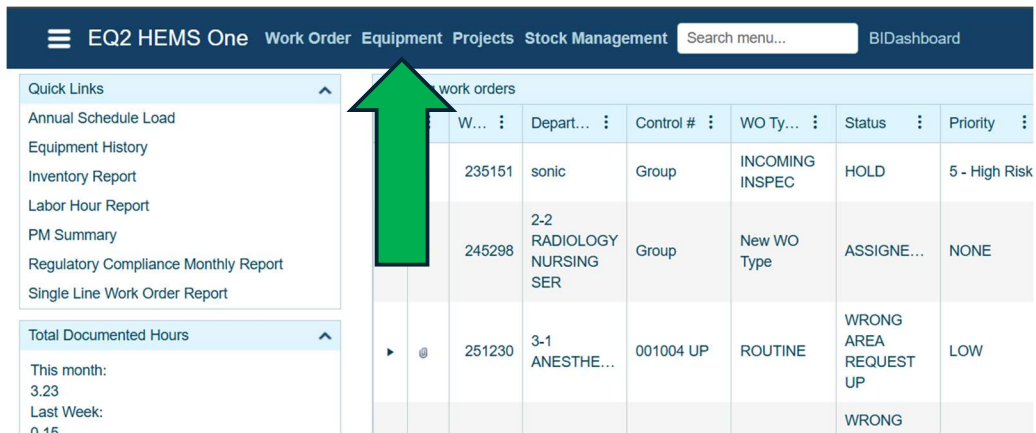


HEMS One: Add Equipment Using UDI or GUDID Number

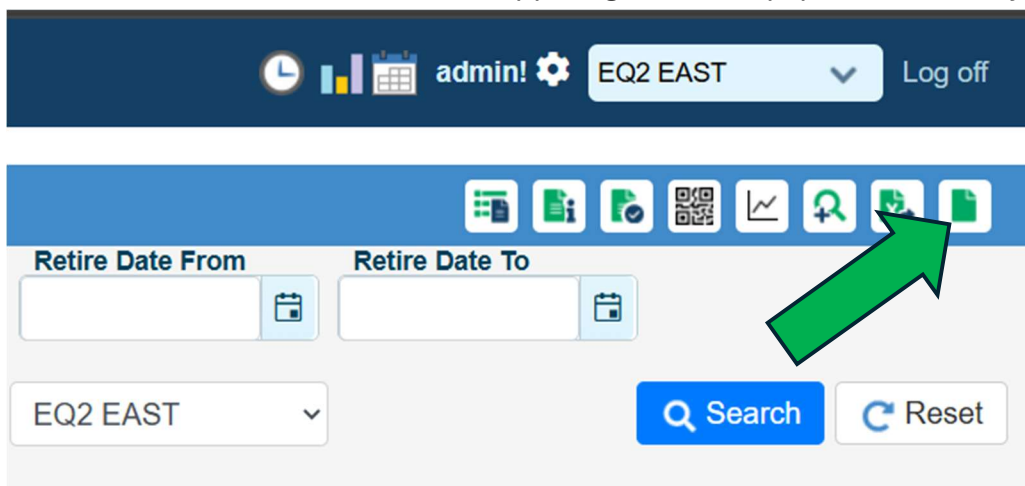
1. Select the Equipment Menu in the upper left of the HEMS One screen



The screenshot shows the HEMS One main menu. The 'Equipment' menu item is highlighted in blue. A green arrow points to the 'Equipment' menu item. The menu items are: EQ2 HEMS One, Work Order, Equipment, Projects, Stock Management, Search menu..., and BLDashboard. The 'Equipment' menu is expanded, showing a list of quick links: Annual Schedule Load, Equipment History, Inventory Report, Labor Hour Report, PM Summary, Regulatory Compliance Monthly Report, and Single Line Work Order Report. Below the quick links is a section for 'Total Documented Hours' with sub-sections for 'This month: 3.23' and 'Last Week: 0.15'. To the right of the menu is a table of work orders with columns: W..., Depart..., Control #, WO Ty..., Status, and Priority. The table contains three rows of data.

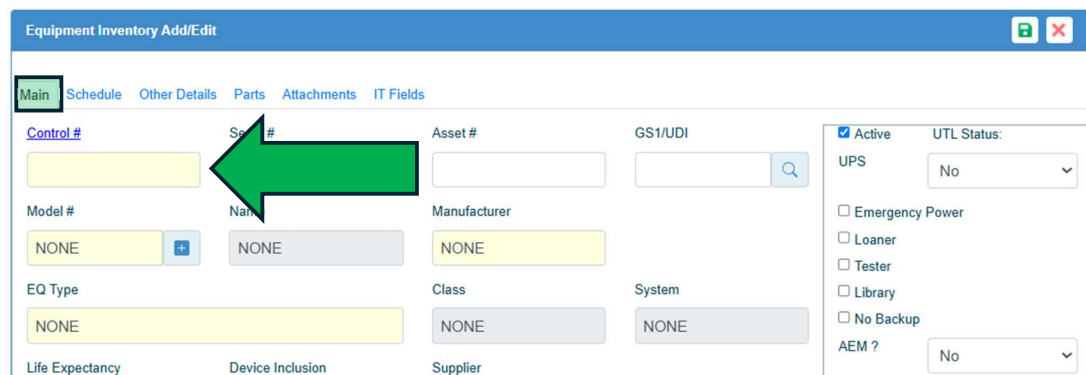
W...	Depart...	Control #	WO Ty...	Status	Priority
235151	sonic	Group	INCOMING INSPEC	HOLD	5 - High Risk
245298	2-2 RADIOLOGY NURSING SER	Group	New WO Type	ASSIGNE...	NONE
251230	3-1 ANESTHE...	001004 UP	ROUTINE	WRONG AREA REQUEST UP	LOW

2. Click on the Add New button on the upper right of the Equipment Inventory module.



The screenshot shows the header of the Equipment Inventory module. The header includes a navigation bar with icons for a clock, bar chart, calendar, and user profile (admin!). The user profile dropdown is set to 'EQ2 EAST' and has a 'Log off' button. Below the navigation bar is a toolbar with icons for a calendar, document, QR code, line graph, refresh, and a green plus sign icon representing 'Add New'. A green arrow points to the 'Add New' button. Below the toolbar are two date input fields labeled 'Retire Date From' and 'Retire Date To'. Below the date fields is a dropdown menu set to 'EQ2 EAST', a blue 'Search' button, and a 'Reset' button.

3. Once the Add New button is clicked, a blank Equipment Inventory record will appear. Enter or scan in a control number for the equipment record.



The screenshot shows the 'Equipment Inventory Add/Edit' form. The 'Main' tab is selected. The form contains several input fields: 'Control #' (highlighted with a green arrow), 'Serial #', 'Asset #', 'GS1/UDI', 'Model #', 'Name', 'Manufacturer', 'EQ Type', 'Class', 'System', 'Life Expectancy', 'Device Inclusion', and 'Supplier'. On the right side, there are checkboxes for 'Active', 'Emergency Power', 'Loaner', 'Tester', 'Library', and 'No Backup', and dropdown menus for 'UTL Status:' and 'AEM?'. The 'Control #' field is currently empty.

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4. Enter or scan in the UDI or GUDID number in the GS1/UDI field and then click the search button on the right side of the field. This will populate the Serial #, Model #, Manufacturer, and Equipment Type from the FDA's website.

The screenshot shows the 'Equipment Inventory Add/Edit' form. The 'GS1/UDI' field is highlighted with a green arrow pointing to it, and another green arrow points to the search button (magnifying glass icon) on the right side of the field. The form includes fields for Control #, Serial #, Asset #, Model #, Name, Manufacturer, EQ Type, Class, System, Life Expectancy, Device Inclusion, and Supplier. On the right side, there are checkboxes for Active, Emergency Power, Loener, Tester, Library, No Backup, and AEM?, along with drop-down menus for UTL Status and Powerstrip.

5. Once a model is selected, the Name, Manufacturer, EQ Type, Class, System, and Life Expectancy fields will be auto-filled with the information from the selected record.

The screenshot shows the 'Equipment Inventory Add/Edit' form with the 'Model #' field highlighted in green. A green box is overlaid on the 'Model #' field with the text 'From UDI/GUDID Record'. The 'Name' field is filled with 'INTEL', 'Manufacturer' is 'INTEL', and 'EQ Type' is 'MONITOR, TELEMETRIC, ELECTROCARDIOGRAP'. The 'Life Expectancy' field is filled with '5'. The 'GS1/UDI' field is empty, and the search button is visible.

6. Required fields appear yellow. Continue entering equipment information until all the yellow fields are completed. Once that is done, go to the right sidebar of the equipment record and use the checkboxes and drop-down lists to select any of the applicable items for the equipment.

The screenshot shows the right sidebar of the 'Equipment Inventory Add/Edit' form. A green arrow points to the sidebar. The sidebar contains checkboxes for Active, Emergency Power, Loener, Tester, Library, No Backup, and PM. It also has drop-down menus for UTL Status, AEM?, Powerstrip, and Battery. The 'Active' checkbox is checked. The 'UTL Status' dropdown is set to 'No'. The 'AEM?' dropdown is set to 'No'. The 'Powerstrip' dropdown is set to 'No'. The 'Battery' dropdown is set to 'No'. The 'PM' checkbox is unchecked. A green box is overlaid on the 'Model #' field with the text 'From Model Record'.

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- Any information added to the Equipment Text field (on the bottom left of the Equipment Inventory record) will only be visible on the equipment record.

A screenshot of the 'Equipment Inventory' form. The form includes fields for PO (set to 'NONE'), Retire Date, Last Maintenance, Storage Date, Placed in Service Date, Age at purchase, and two user-defined fields (euserfield1 and euserfield2). On the right, there is an ECR Name field containing 'MONITORS, TELEMETRIC, PHY'. At the bottom, there are two large text areas: 'Equipment Text' on the left and 'Work Order Notes' on the right. A large green arrow points from the top center of the form down to the 'Equipment Text' field.

- Any information added to the Work Order Notes field (on the bottom right of the equipment record) will be visible in the Request Text of any work order opened for the equipment (e.g. standing PO#, tech support email).

A screenshot of the 'Equipment Inventory' form, identical to the one above. A large green arrow points from the top right of the form down to the 'Work Order Notes' field.

- Once the Main tab data entry has been completed, click on the Schedule tab to schedule the equipment.

A screenshot of the 'Equipment Inventory Add/Edit' interface. At the top, a blue header bar contains the text 'Equipment Inventory Add/Edit'. Below this is a horizontal navigation bar with five tabs: 'Main', 'Schedule', 'Parts', 'Attachments', and 'IT Fields'. A large green arrow points from the right towards the 'Schedule' tab. Below the tabs, there are three input fields: 'Control #' with the value 'Test', 'Serial #' with the value 'Test1', and 'Asset' which is currently empty.

- Check the Schedule By Date box to schedule the equipment. Once the box is checked, radio buttons will appear.

HEMS One: Add Equipment Using UDI or GUDID Number

Main Schedule Other Details Parts Attachments IT Fields

Schedule By Date

Equipment Type Equipment Model Department Location Equipment Float

Note: If the Equipment Type, Equipment Model, Department, or Location radio buttons are chosen, the Schedule By date will populate with whatever those records have defined as their Schedule By date.

11. If the Equipment or Float radio buttons are selected, use the drop-down lists under Schedule Date to select the appropriate Month and Day.

n Equipment Float

TELEMETERIC, ELECTROCARDIOGRAPHY

Schedule Date

April

January
February
March
April
May
June
July
August
September
October
November
December

12. The Schedule Template section will show any procedure associated with the equipment type or model and will indicate where the procedure came from.

Main Schedule Other Details Parts Attachments IT Fields

Schedule By Date

Equipment Type Equipment Model Department Location Equipment Float

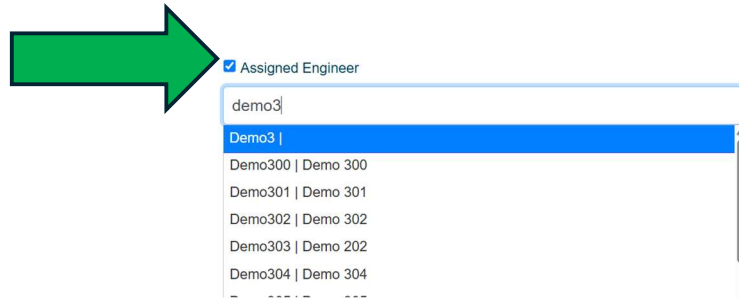
Schedule Template - From EQ Type MONITOR, TELEMETERIC, ELECTROCARDIOGRAPHY

PM Procedure

MONITOR, PHYSIOLOGICAL

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13. If assigning an Engineer to the equipment, check the Assigned Engineer box and start typing in the available field. The employee names that match the entered type will appear. Select the applicable name from the available options.

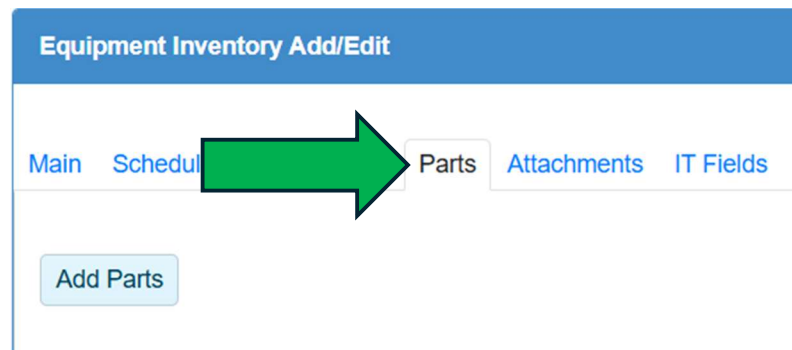


14. If updating the Risk Score, Incoming inspection or Retirement Inspection, use the Other Details tab, check the applicable boxes, and update the information.

A screenshot of the "Other Details" tab in the HEMS One interface. The tab is highlighted with a green box. Below the tab, there are several sections: "Risk Assessment - From Type MONITOR, TELEMETRIC, ELECTROCARDIOGRAPHY" with a "Risk Value" of 11; a table with columns "Category" and "Statements"; "Incoming Inspection (From service area)" with a value of "10027 - Device Specific -1"; "Retirement Procedure (From service area)" with a value of "REMOVE ePHI INFORMATION"; and "Survey Date" and "Custodian" fields, with "Custodian" set to "NONE".

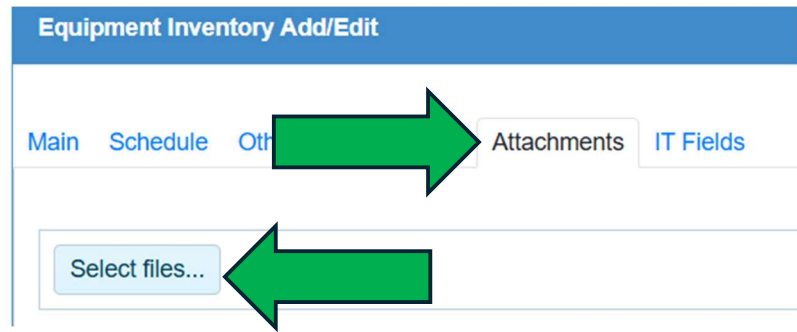
Category	Statements
EQUIPMENT FUNCTION (E)	DIAGNOSTIC - OTHER PHYSIOLOGICAL MONITORING (6)
CLINICAL APPLICATION (A)	CAN CAUSE INAPPROPRIATE THERAPY/MIS-DIAGNOSIS (3)
PM REQUIREMENT (P)	PM FREQUENCY IS ANNUAL (2)
LIKELIHOOD OF FAILURE (F)	M-T-B-F IS APPROXIMATELY 3 YEARS (2)
ENVIRONMENT OF USE (U)	PRIMARILY USED IN GENERAL CARE AREAS (2)

15. Use the Parts tab to add inventory parts to the record if applicable.



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16. Use the attachment tab for any equipment record specific attachments.



17. If the equipment connects to the Network, fill in the Network information on the IT Fields tab by clicking on the Network button. *Note: For DICOM interfacing devices, click on the DICOM button to add the information.*



18. Use the scroll bar on the right of the Network Properties module (1) to scroll through the list of available options. Enter values in the fields in the far-right column. The center column data comes from the Model record (if any). Once the network information has been entered, click on the Accept button (2).

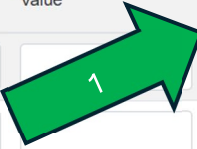


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Network Properties Accept Cancel

Property	Value (From Model)	Value
Automatic Patches?	<input type="text"/>	<input type="text"/>
Bluetooth MAC Address	<input type="text"/>	<input type="text"/>
Can Apply Patches?	<input type="text"/>	<input type="text"/>
Flash Version	<input type="text"/>	<input type="text"/>
Serial Number	<input type="text"/>	<input type="text"/>
Wireless MAC Address	<input type="text"/>	<input type="text"/>
Ap Bssid	<input type="text"/>	<input type="text"/>
Ap Last Seen	<input type="text"/>	<input type="text"/>

Properties in grey background are locked from the model. Define the lock property at the model if SAME for all devices or UNLOCK the property at the model if different for the devices.



19. Once all the data has been entered, save the record using the save icon in the upper right of the Equipment Inventory Add/Edit module.

