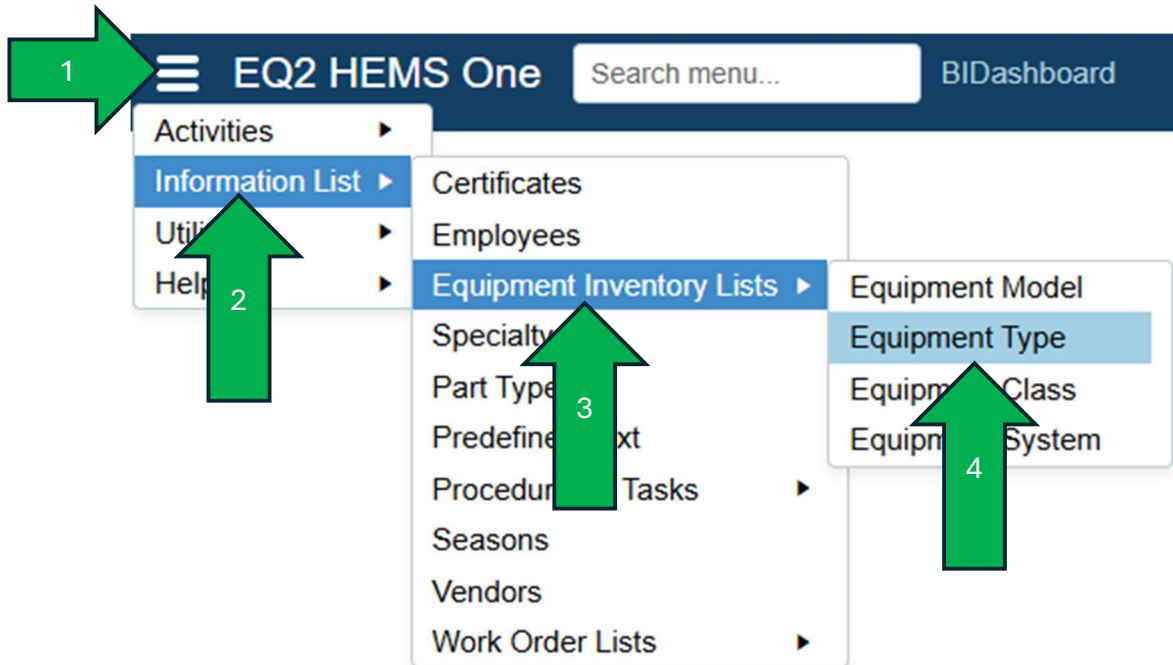
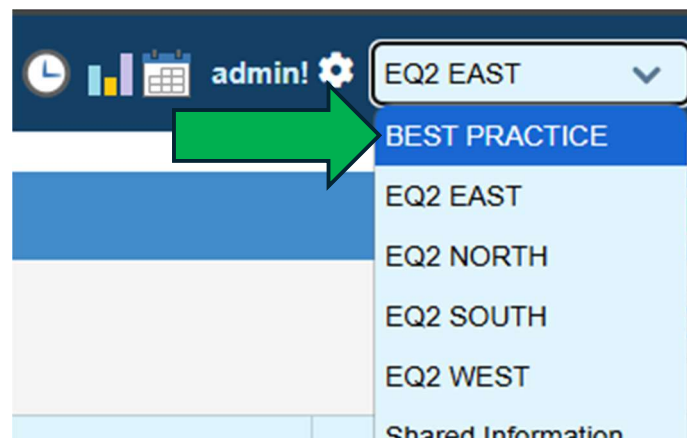


# HEMS One: Equipment Type Record

To access Equipment Type records in HEMS One, click on the hamburger menu in the upper left of the main HEMS One window (1), then select the Activities menu (2), followed by the Equipment Inventory Lists submenu (3), and Equipment Types (4).



To **edit** Equipment Type records in HEMS One, first select the Best Practice service area from the drop-down menu in the upper right of the HEMS One screen, then follow the steps above.



# HEMS One: Equipment Type Record

## Equipment Type Tab

Equipment Type Add/Edit ✓ 🔒 ✕




Equipment Type Schedule Other Details Attachments IT Fields

EQ Type: ABLATION UNIT, CRYOTHERAPY      Class: CRITICAL - NON LIFE SUPPORT       Active

System: IMAGING      Life Expectancy: 7      Code:      ECRI #: 18609

ECRI Name: Catheters, Cardiac, Electrophysio      GMDN:      Term:

Notes: 🕒 🔍 📄

1. **EQ Type:** The name of the equipment type.
2. **Class:** The Class specification of the equipment type.
3. **Active checkbox:** If this box is checked, the Equipment Type record is active.
4. **System:** The System to which the Equipment Type belongs.
5. **Life Expectancy:** The Life Expectancy, in years, of the Equipment Type.
6. **Code:** A user defined field for further Equipment Type organization.
7. **ECRI #:** The ECRI # designation for the equipment type.
8. **ECRI Name:** The ECRI name designation for the equipment type.
9. **GMDN:** The Global Medical Device Nomenclature Definition for the Equipment Type.
10. **Term:** The GMDN Term Name for the Equipment Type.
11. **Notes:** This is an open text field.
  - a. To add a timestamp to the Notes field, use the clock icon to the right of the field .
  - b. To expand the Notes field, use the Show Expanded View icon .
  - c. To use predefined text in the Notes field, use the Predefined Text icon .




# HEMS One: Equipment Type Record

## Schedule Tab



Equipment Type Add/Edit ✓ 🔒 ✕

Equipment Type **Schedule** Other Details Attachments IT Fields




PM Procedure: GENERAL DEVICE INSPECTION - up Assigned Engineer: NONE

[ ] 1. Measure Output in Joules at 100  
General Device Internal, No Leads   

Priority - From Risk: LOW  Ignore Risk

Schedule Frequency: Annual  

Add Interval

- PM Procedure:** The name of the preventive maintenance procedure associated with the Equipment Type. If a PM Procedure is selected, a preview of the tasks will appear in the grey box below the PM Procedure name.
  - Use the clock icon to add a timestamp to the Procedure text. 
  - Use the magnifier icon to expand the task preview window. 
  - Use the list icon to use predefined text in the task preview window. 
- Assigned Engineer:** The Engineering Employee assigned to address any work orders created for any equipment records that use the equipment type. This field can be edited in each service area except Best Practice.
- Priority:** The work priority level of the preventive maintenance for the model.
- Ignore Risk checkbox:** if the Ignore risk checkbox is checked, the risk score for the Equipment Type is being ignored regarding PM frequency.
- Ignore Risk button:** This button opens the Ignore Risk editing window to select the reason, attach a justification file, run an impact report and choose to ignore the risk value of the Equipment Type record regarding schedule frequency.
  - The Ignore Risk button Edit window:

# HEMS One: Equipment Type Record

The screenshot shows a form titled 'Edit' with two buttons: 'Accept' and 'Cancel'. Below the title bar, there is a checkbox labeled 'Ignore Risk'. Underneath is a section labeled 'Reason' with a dropdown menu currently showing 'Management Decision'. Below that is a file selection area with a 'Choose File' button and the text 'No file chosen'. At the bottom of the form is a hyperlink labeled 'Run impact report'.

- i. Ignore Risk checkbox: Check this box to ignore the risk value regarding schedule frequency.
  - ii. Reason: a drop-down menu for reasons to ignore the risk value as it pertains to schedule frequency. The list includes the following options:
    1. Not Defined
    2. Manufacturer Recommendation
    3. Management Decision
  - iii. Choose File button: use this button to browse for and attach an Ignore Risk justification file.
  - iv. Run Impact Report: Click on the hyperlink to run the Impact Report. The report will open in a new browser tab.
6. **Schedule Date:** The month (and day) that HEMS One will use to generate preventive maintenance work orders for any equipment records using the Equipment Type record. These drop-down menu fields appear on the model record in service areas other than Best Practice.

The screenshot shows a form titled 'Schedule Date' with two adjacent dropdown menus. The first dropdown menu is labeled 'June' and the second dropdown menu is empty.

7. **Schedule Frequency:** The frequency at which HEMS One will generate preventive maintenance work orders for equipment records scheduled by Equipment Type.
8. **Add Interval button:** This button allows users to add PM Procedure frequency intervals to the Equipment Type record.

# HEMS One: Equipment Type Record

## Other Details Tab

Equipment Type Add/Edit ✓ 🔒 ✕

Equipment Type Schedule **Other Details** Attachments IT Fields

Risk Assessment Risk Value : 15

Category	Statements
EQUIPMENT FUNCTION (E)	THERAPEUTIC - SURGICAL OR INTENSIVE CARE ( 9 )
CLINICAL APPLICATION (A)	CAN CAUSE INAPPROPRIATE THERAPY/MIS-DIAGNOSIS ( 3 )
PM REQUIREMENT (P)	PM FREQUENCY IS SEMI-ANNUAL ( 3 )
LIKELIHOOD OF FAILURE (F)	M-T-B-F IS APPROXIMATELY 3 YEARS ( 2 )
ENVIRONMENT OF USE (U)	PRIMARILY USED IN WET/LAB/EXAM LOCATIONS ( 3 )

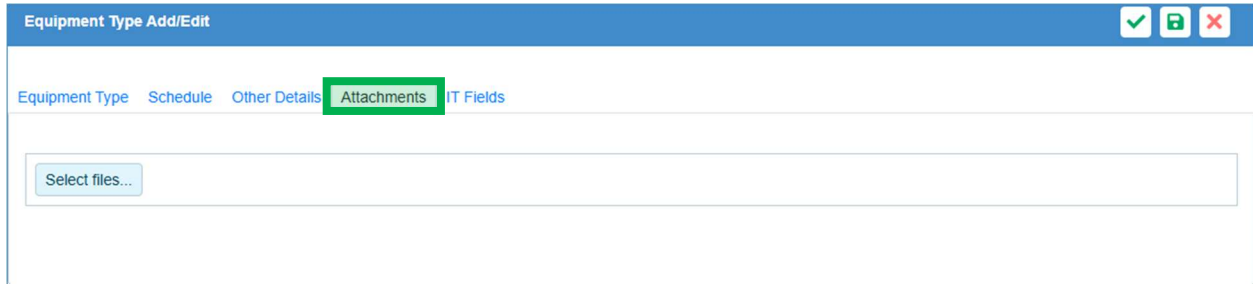
Incoming Inspection (From service area)  
INCOMING INSPECTION

Retirement Procedure (From service area)  
Retirement Procedure

1. **Risk Assessment checkbox:** If this box is checked, the Risk Assessment can be edited on an Equipment Type record.
2. **Risk Value:** The total sum value of the Risk Assessment Statements.
3. **Category:** The Category of the Risk Assessment. This cannot be edited.
4. **Statements:** Drop-down lists of Risk Assessment statements and their associated values.
5. **Incoming Inspection checkbox:** If this box is checked, the incoming inspection of the Equipment Type may be edited.
6. **Retirement Procedure checkbox:** If this box is checked, the Retirement Procedure for the Equipment Type may be edited.

# HEMS One: Equipment Type Record

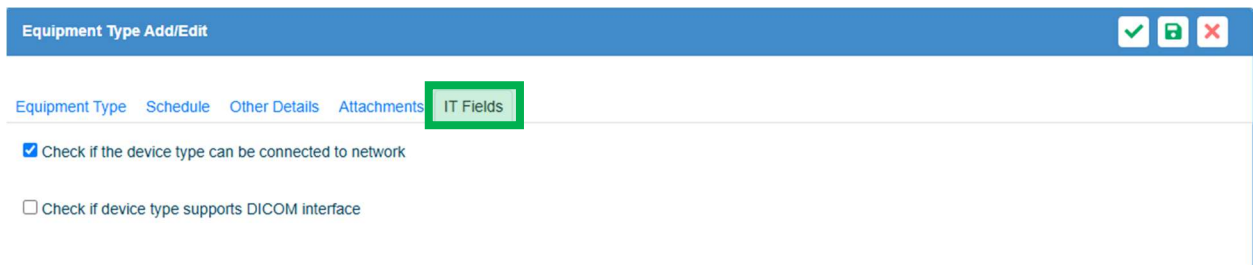
## Attachments Tab



The screenshot shows the 'Equipment Type Add/Edit' form with the 'Attachments' tab selected. The 'Attachments' tab is highlighted with a green box. Below the navigation tabs, there is a large rectangular area with a 'Select files...' button, indicating where files can be uploaded.

Any files attached to the Equipment Type record will appear here. Use the Select Files button to browse for and attach files.

## IT Fields Tab



The screenshot shows the 'Equipment Type Add/Edit' form with the 'IT Fields' tab selected. The 'IT Fields' tab is highlighted with a green box. Below the navigation tabs, there are two checkboxes: 'Check if the device type can be connected to network' (checked) and 'Check if device type supports DICOM interface' (unchecked).

**Network checkbox:** If this box is checked, it will enable Network attributes to be defined for Model records associated with the Equipment Type.

**DICOM checkbox:** If this box is checked, the Equipment Type supports DICOM interface. This will enable DICOM attributed to be defined for Model records associated with the Equipment Type. If this box is checked, the Network checkbox will automatically be checked if it was not before.