

**Department:** Dental **Policy Number:** HHS-5140-D  
**Attachments:** \_\_\_\_\_

**Policy Title:** Inventory Management of Dental Supplies-Procedures

**Date:** 5/2013 **Revised:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** 9/24/13

**Policy Statement:** To ensure the supplies required for the provision of patient care are safe and sufficient supplies are available at all times to render quality patient care. Accurate documentation is maintained indicating when specific supplies need to be ordered. Supplies in inventory and maintained in the operatories are not expired.

**Purpose:** : To ensure the supplies required for the provision of patient care are safe and sufficient supplies are available at all times to render quality patient care. Accurate documentation is maintained indicating when specific supplies need to be ordered. Supplies in inventory and maintained in the operatories are not expired.

**Measurement:** Inspection of current inventory and inventory logs. Feedback from dentists and clinical staff.

**Responsible Party:** Dental Assistant Supervisor or designee.

**Procedure:** Inventory overflow for dental supplies, pharmaceuticals, and instruments is generally found in the supply closet, laboratory or the central sterilization area. The White Earth Dental Department shall establish and maintain an inventory of dental supplies to ensure uninterrupted dental clinic operations. Dental supplies shall be stored and monitored in a secure area of the Ne Ia Shing Dental Clinic and/or within the dental department. Dental supplies are to be maintained in the original container and labeled with MSDS labels when required. When circumstances require the transfer of materials from the original container, it shall be transferred for single patient use and disposed of upon completion of the individual patient care.

- 1) If any item is low:
  - a) Replenish appropriately.
  - b) Review previous pages of the order list to ensure the items have not already been requested or ordered.
  - c) If you take the last or near to the last of any item, add the item's name & order number to the order list.
- 2) Once a month, review the order list and contact the appropriate distributors to place an order.

#### Order Delivery

- 1) Check invoice against the items received. Check quantity, product name and type, order list, etc. Ensure that items received match items ordered.
- 2) If invoice billing sheet is available, check pricing to ensure proper charges.
- 3) Replace inventoried items in appropriate storage areas (this may include



refrigeration).

- 4) Make sure to check expiration dates and adjust accordingly.

#### Inventory Maintenance

- 1) The dental supplies in all operatories are to be checked on a weekly basis to ensure that the material is in its original container and the material has not exceeded the expiration date. Upon completion the staff member completing the check is to initial the operations log book in the appropriate section.
- 2) The dental supply inventory contained in the dental laboratory, central sterilization area and dental supply closet is to be checked on a monthly basis to ensure that the material is in its original container and has not exceeded the expiration date. Upon completion the staff member completing the check is to initial the operations log book in the appropriate section.