
 <b>OSPITAL NG PARAÑAQUE</b> 		Document Code: <b>OSPAR-ADM-PRO-04</b>
<b>ADMINISTRATIVE DIVISION APPROVAL MATRIX</b>		Issue Date:
<b>Policy Title:</b> <b>POLICY ON ACCEPTANCE AND RETURN OF GOODS UPON DELIVERY</b>		Section / Department <b>PROPERTY AND SUPPLY SECTION</b>
Page No. 1 of 2		
<b>Prepared By:</b>  <b>Lindsay T. San Miguel</b> OIC- Property and Supply Section	<b>Reviewed By:</b>  <b>Arnaldo S. Cortes, RN</b> Supervising Administrative Officer  <b>Darius J. Sebastian, MD, MPH, PHSAE</b> Hospital Administrator	<b>Approved by:</b>  <b>Jefferson R. Pagsisihan, MD, MHM</b> Hospital Director



**OBJECTIVES:** To make sure that all delivered goods and equipments are in conformity with the specifications in the purchases request (PR) and Purchases Order (PO).

**COVERAGE:** This policy shall cover this section and all areas.

**RESPONSIBILITIES:**

- I. It shall be the responsibility of this section to ensure that all items other than drugs and medicines listed in the PR/PO shall be delivered complete and in good condition prior to acceptance.
- II. It shall be the responsibility of the pharmacist to make sure that all delivered drugs and medicines are in good condition, not tampered or soiled considering the distance of delivery and not near expiring.
- III. It shall be the responsibility of the section heads of other areas (Laboratory, X-ray, CSSU) to make sure that the goods received by this section are in accordance with their specifications.
- IV. It shall be the responsibility of the person to make sure that the equipment she/he received be always in good condition or shall be held liable for any damage not due to wear and tear.
- V. It shall be the responsibility of this section to know the "Return Policy" and warranty of the equipments or goods being delivered.
- VI. It shall be the responsibility of this section to inform the company if their newly delivered goods/ equipments were found defective after being tested.

**POLICY:** This policy shall enforce the maintenance of quality of all goods delivered to the highest standard as set by rules incorporated into such.

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## PROCEDURE:

- I. Upon delivery of goods, the supply officer shall inspect it and verify with the PR/PO. He/she may reject any items if non-conforming.
- II. Any delivery of drugs and medicines MUST be inspected in the presence of the pharmacist so as to have a proper evaluation of the goods. She may likewise reject any delivered goods if non-conforming. Laboratory reagent for blood chemistry, typing sera and anti-hepatitis should be refrigerated. Delivered x-ray supplies such as films and barium sulfate should be in dry cool place
- III. The supply officer shall record each delivery separately.
- IV. All deliveries will be reported to the chief of hospital and likewise inform him/her any good that was left "Pending" for delivery.
- V. This section shall make follow-up report to the chief of hospital for any undelivered goods after a grace period of 14 days for final action.

### Implementation Date:

Implemented since 1979

### Schedule for Policy Review:

Reviewed periodically as necessary

### Last Reviewed:

July 2018, November 2022