

Clinical Equipment Workorder

Nomenclature		
Manufacturer	Common Model	Serial Number
Location/RCCC	Requested By	Received By
ECN/Index	WO Number	Priority
Warranty Expiration	Date Received	Date Completed

Detailed Description of Problem:

Corrective Action(s):

Status/Time	Date	Status/Time	Date
Status/Time	Date	Status/Time	Date

PARTS USED	QTY	Price

Technician Signature:

Accepted As Serviceable By:

General Instruction for MW1763, Manual Workorder

The MW 1763 is a fairly straightforward form for completing a manual workorder in the event that your MEDLOG/DMLSS system is down or you do not have access to the aforementioned systems.

Although this is a fillable form, it must be printed and signed, and added to the Equipment Data File (EDF). All information must be filled in correctly and updated in the Automated Information System (AIS) at your facility.

Mandatory Field:

1. **Nomenclature** – Enter the Proper Nomenclature for this device.
2. **Manufacturer** – Enter the correct Manufacturer Name
3. **Common Model** – Enter the common model of the device (e.g. LifePak 12, Advantix 100, etc.)
4. **Serial Number** – Enter the Complete Serial Number
5. **Location/RCCC** – Enter the RCCC for the device or the appropriate location for ARC, WRM, and non-MTF assets.
6. **Requested By** – Enter the name of the person requesting the service. This should be the same person that provides the fault signs and symptoms.
7. **Received By** – Enter the name of the individual who received the work request.
8. **ECN/Index** – Enter the Equipment Control Number (ECN) or Index Number of the device. If the item does not have one determine if this is an oversight and run the appropriate actions to gain the device once the AIS is back online.
9. **WO Number** – Enter the Workorder number. Established internal Operating Instruction should spell out the appropriate format. By default, use Julian Date + number (e.g. 31010001 – First workorder of the 101 day of 2003).
10. **Priority** – Enter the appropriate priority for this repair. If you use a different priority system than the one in the drop-down list, you can enter your own information.
11. **Date Received** – Enter the date the work was requested.
12. **Date Completed** – Enter the date the item was returned to service.
13. **Detailed Description of the Problem** – Enter a detailed description of the problem. *Broke, Does Not Work*, etc., should be avoided.
14. **Corrective Action(s)** – Enter a detailed summary of the work that was completed to resolve the problem. Include **Electrical Safety Results** in this section. If additional space is required simply attach another piece of paper.
15. **Status/Time** – Enter the Appropriate Workorder Code and time for the work performed. The first status is mandatory and the other three are to be used if multiple actions were accomplished.
16. **Date** – Enter date associated with the status.
17. **Technicians Signature** – Must be the signature of the qualified technician that completed the maintenance on the device.
18. **Accepted as Serviceable By** – Name and Signature of the individual accepting receipt of the equipment. This individual should verify that the system is operational and prior to signing.

Optional* Fields

1. **Parts Used** - Enter Part and Part Number of any parts used that were used.
2. **Quantity** – Enter the quantity of the parts used
3. **Price** – Enter the price of the parts used.

*These are only optional if parts were NOT used. If parts are used they must be filled out and the appropriate transactions entered once your AIS is back online.

Once the AIS is back online verify that all the information in the System matches the information collected during maintenance. Make all necessary changes at this time.