
POTENTIAL BEST PRACTICE

Category	Health Care Services
Process or Product Descriptive Title	Automated Supply Inventory
Element Identifier	HCS.1.1.1
Element Title	Materiel Issue
Facility	10 MDG, USAF Academy
Unit POC/DSN#/E-Mail	
Background	An annual inventory of all medical assets is required. The inventory process is a necessary tool to correct inventory imbalances. Manual physical inventories require a great deal of manpower, and potentially can cause inconveniences for the customers with computer downtime and staff involvement. Additionally, processing a single full inventory annually makes it difficult to properly identify exact causes of discrepancies using manual inventory processes. The medical logistics flight has developed a smooth efficient process that minimizes the impact on customers while reducing inventory man-hours.
Method	The medical logistics flight has developed an automated process using the tools available to most medical logistics accounts. The tools used are: the MEDLOG computer system used to extract database files, the streamlined automated receiving system used to bar code label supplies, and stock in forward area RF scanner.
Conclusion	Complete inventories were done monthly for 8 months after the design of the program. Common trends and extreme manning shortages led to a quarterly schedule. A complete inventory can be conducted within 10 hours using only eight people. Errors and research time are greatly reduced.

Inspectors identify potential best practices during the inspection process.