



To: Medical & Surgical Supply Vendors of North Mississippi Health Services

From: Kevin Moraski
Vice President of Supply Chain & Support Services

Subject: NMHS Internal Item Number Required for All Products Prior to Use

As of August 1, 2019, all medical and surgical supply vendors of North Mississippi Health Services Inc. subsidiaries (NMHS) will be required to have internal NMHS item numbers assigned to all of the vendor's products used at NMHS. Products that are used without NMHS item numbers assigned to them will be considered donations. Medical and surgical products and constructs that are invoiced without a purchase order will also be considered donations and not be paid.

Please work with NMHS Purchasing a minimum of five (5) days in advance of any anticipated use for an NMHS item number to be assigned. Submission of a product or construct for an NMHS item number is not a guarantee that an NMHS item number will be assigned. Prior use of a product or construct without an NMHS item number is not a guarantee that the product will be assigned an NMHS item number.

This change in practice is precipitated by two primary reasons:

- Purchase traceability for patient safety — an NMHS item number assigned to each product and construct significantly enhances our ability to respond
- Financial stewardship — ensuring each medical and surgical product and construct has a defined price in our materials management system is a best practice across all industries

Two exceptions will be made to this requirement:

1. In the case of immediate loss of life and/or limb, this requirement may be waived by the NMHS Chief Medical Officer
2. Surgical and medical products and constructs that meet the following conditions will be allowed a one-time exemption
 - a. A signed master agreement exists that covers the medical or surgical product or construct family/category in question, and the product in question does not materially differ in scope but is simply a different size in the product line with the same price as other products with NMHS item numbers in that family/category. For these products or constructs, an NMHS item number must be assigned prior to issuance of a purchase order for the item in question.