

# Prompt issuing and tagging of Finance Asset Tag for medical device

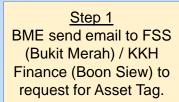


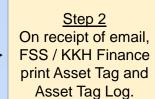


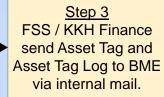
## Background – Issue of Asset Tag

Medical Devices are tagged as they have to be recorded in the Company's Fixed Asset Register.

# 3 Working Days







Step 4
BME receive
Asset Tag and
Asset Tag Log
(3 working days).

Step 5

BME affix Asset Tag
on medical device.

Complete and send
Asset Tag Log to
FSS / KKH Finance
via internal mail.











Effects on delayed issue of Asset Tag

Delayed release of commissioned medical device to User

Need to make another trip to User Dept to tag bulky or mounted medical device Unable to tag Homecare medical device before patient is discharged

### Solution - 1 working day

In Oct 2014, a label printer was installed in BME office for remote printing of Finance Asset Tag.

BME send email to FSS / KKH Finance to request for Asset Tag.

On receipt of email, FSS / KKH Finance remotely print the Asset Tag from the label printer in BME office.



Medical device with Asset Tag is handed over to User promptly.



#### **Conclusion**

Asset Tag
issued within one
working day and
medical device is
tagged promptly