

Computerized Maintenance Management System Mandatory Fields for Medical Equipment

Clinical Engineering staff must keep accurate and complete records of all active assets in their Service Unit(s) to properly conduct maintenance work, manage lifecycle planning, and document regulatory compliance. To this end, all medical devices located within a Service Unit, or within the purview of a Service Unit **must** be entered into the Indian Health Service-approved Computerized Maintenance Management System (CMMS), and the following asset information is **required** for inclusion with every active asset record entry:

- Unique device identifier, commonly referred to as an “Asset Tag;”
- Manufacturer;
- Model Name, and Model Number, as applicable;
- Serial Number;
- Asset Type;
- Installation Date at a service unit, after initial inspections are conducted and passed and the asset is verified ready for use in a clinical setting;
- Owning Department, which will be the asset’s primary user group;
- Location, which will be the approximate room in which the asset resides and is used;
- Support Group, the collection of staff members that will be responsible for the asset’s initial inspection, lifecycle maintenance, and final removal from service;
- Acquisition Method (purchased, leased, rented, etc.); and
- Risk Level, as determined by industry standards and area management plans.