



AFRD Emergency Medical Services Inventory Management of Medical Supplies May 28, 2019

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Audit Objective

- Are controls in place to ensure Atlanta Fire Rescue Department's (AFRD) Emergency Medical Services (EMS) inventory management procedures over medical supplies comply with applicable regulations and minimize risks of fraud, waste, and abuse?



Scope and Methodology

- Review federal and state regulations and research best practices for handling and safeguarding controlled substances
- Interview subject matter experts
- Observe Fire personnel's practices and process controls
- Review and analyze state-mandated inspections, medical supply invoices, controlled substances logs, and medications used forms from July 1, 2017, through October 31, 2018
- Conduct physical inventory counts of controlled substances and a judgmental sample of medical supplies to determine how much inventory was readily available or expired at the Annex and sampled fire stations

Findings Overview

- Emergency Medical Services policy omits key state requirements
- Inconsistent practices and controls between field and airport locations
- Poor recordkeeping made it impossible to track drugs and medical supplies from procurement to disposal
- Expired drugs and medical supplies on hand



EMS Policy Omits Key State Requirements

Finding: Minimum state requirements for all licensed emergency medical services' written policy includes all of the following:

Fire's policy includes-

- ✓ Par levels (minimum required stock quantities)
- ✓ Receiving
- ✓ Storage
- ✓ Distribution
- ✓ Accountability
- ✓ Inventory check frequency
- ✓ Handling of inventory discrepancies

Fire's policy does not include-

- ✗ Procurement
- ✗ Waste/expiration (disposal)

Recommendation: Update policies and procedures to include procurement and disposal procedures

Field Locations vs. Airport Locations

Finding: Inconsistent practices between field and airport locations

- Decentralized purchasing and disposal activities
- Controlled substances
 - Clear storage cases used at airport
 - Dual entry requirement and two staff personnel to witness waste



Recommendation: Update policies and procedures to include operational differences for field and airport locations, equip both locations with clear controlled substances cases, discontinue bag decommissioning, implement dual control requirements at both locations

Poor Recordkeeping

Finding: Inaccurate and incomplete controlled substances log entries and medications used forms



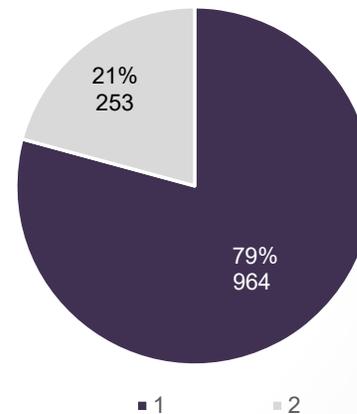
Medications Used
 Bag # _____
 Incident # _____ Date _____
 Unit # _____ Medic _____
 Medication _____ Dose _____
 Medication _____ Dose _____
 Medication _____ Dose _____
 New Yellow Seal # _____

Controlled Meds Wasted
 Medication _____ Wasted Amt. _____
 Medication _____ Wasted Amt. _____
 Blue Seal # _____
 Controlled Yellow Seal # _____
 EMS Supervisor _____

Date	Name	Time In	Time Out
	Name Redacted	1430	1438
Description of Activity <u>1 Fentanyl to med 4</u>			
Log In Inventory Count		Fentanyl 67	Diazepam 87
Log Out Inventory Count		Fentanyl 66	Diazepam 87
		Midazolam 129	Morphine 55
		Midazolam 129	Morphine 55

Controlled substances Log Entry

←Medications Used Forms→



Recommendation: Review controlled substances logs monthly, require completion of all fields on the medications used forms, reconcile to ensure accuracy of inventory

Expired Drugs and Medical Supplies



Finding: 13% of expired drugs and medical inventory at Field and Airport locations

Recommendation: Update procedures to include routine disposal process, verify drug and medical supply expiration dates daily, and consider feasibility of consolidating procurement to decrease amount of excess inventory

Electronic Inventory Management System Would Mitigate Risks

Finding: A formal inventory management system would:

- Track each inventory item
- Real-time quantities
- Expiration dates
- Provide low par level notifications

Description	PAR	Last Qty	UOM	On Hand	Expire Date / Kit ID
CPAP Quick Connect	3	3	EA	3	
CPAP-adult medium	1	1	EA	1	08/31/2019
CPAP-adult medium	1	1	EA	1	08/31/2019
CPAP-adult medium	1	1	EA	1	08/31/2019
CPAP-adult medium	1	1	EA	1	08/31/2019
CPAP-adult medium	1	1	EA	1	08/31/2019
CPAP-adult large	2	2	EA	2	
CPAP-adult small	2	2	EA	2	
BVM-adult	2	2	EA	2	
CPR Zoll Adult Defib Pads	1	1	EA	1	07/27/2015
CPR Zoll Adult Defib Pads	1	1	EA	1	12/21/2015
CPR Zoll Adult Defib Pads	1	1	EA	1	01/17/2017

Recommendation: Implement a formal inventory management system in airport and field locations

Questions?

Full Report:

<http://www.atlaudit.org/audit-reports.html>

