

Resell Medical Equipment with Centurion Services Group Qualtrics Survey How-to Guide

Introduction



Please use this form to resell Medical Equipment via the Centurion Service Group.

This Request Form is for **Medical Equipment** only! For E-Waste, Furniture, or other items please refer to the [UCLA Health Sustainability Website](#).

Please ensure you have the proper approval documentation and your item is truly Medical Equipment intended for resale.

After completing the survey, a team member will contact you with information about equipment pickup. Please remain patient as we work to pickup all items around the health system.

Thank you for participating in this Sustainability Initiative!



Step 1. Choose the pickup Hospital Location

If the item is not
located at
Westwood or
Santa Monica,
contact the
UCDC Inventory



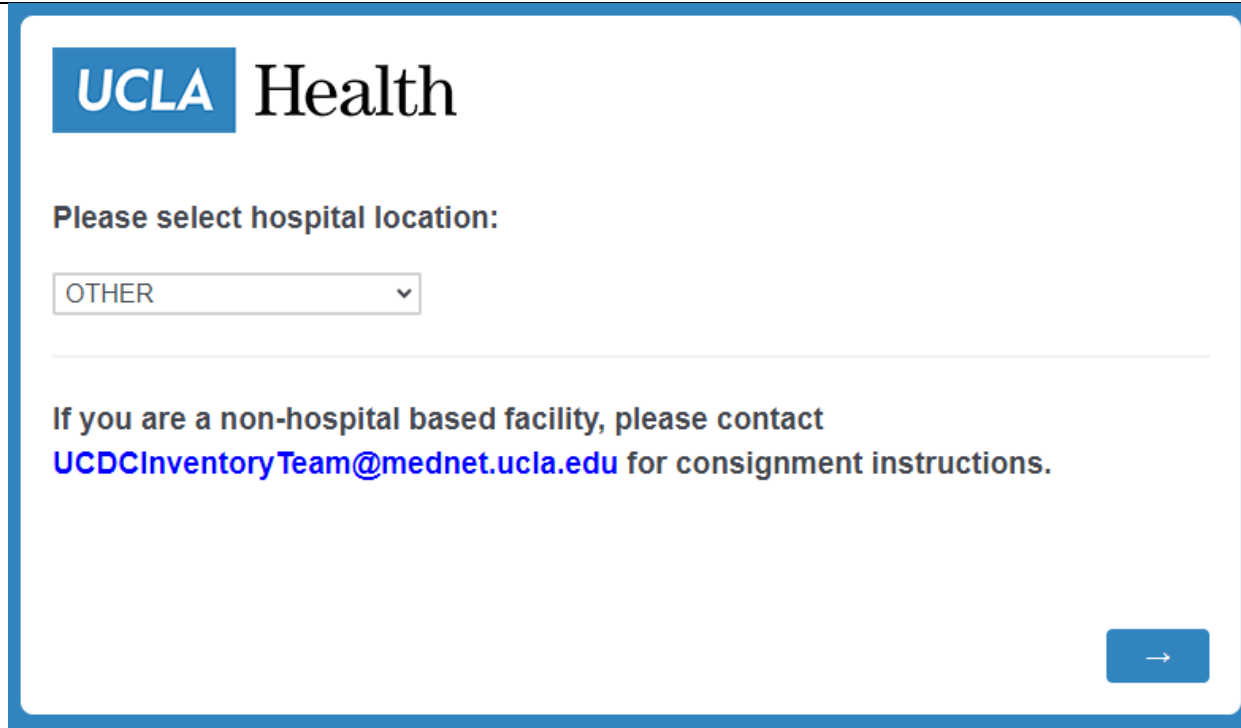
Please select hospital location:

Enter the Hospital Location

SANTA MONICA HOSPITAL ▾



Team for Instructions



UCLA Health

Please select hospital location:

OTHER ▾

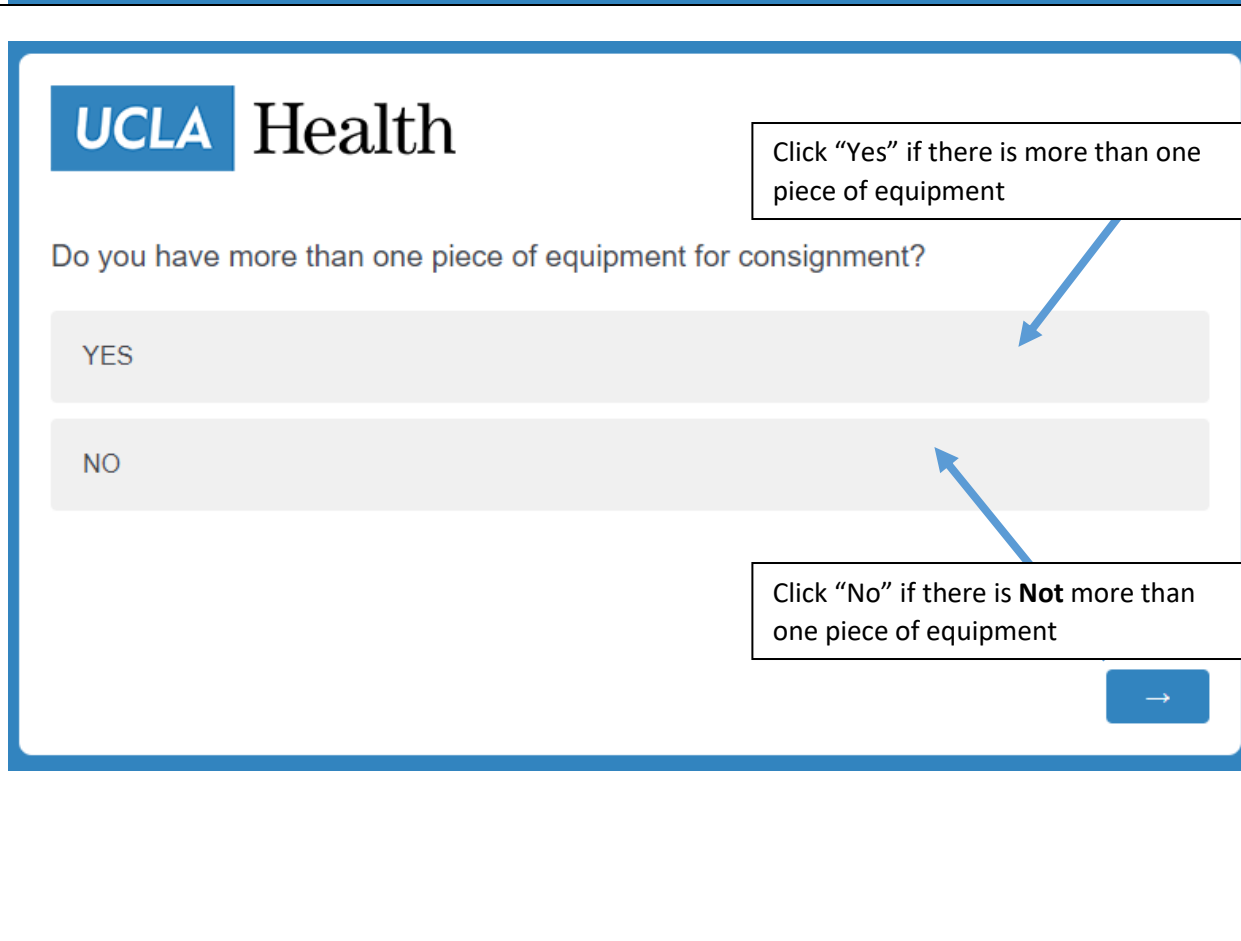
If you are a non-hospital based facility, please contact UCDCInventoryTeam@mednet.ucla.edu for consignment instructions.

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Step 2.
Choose if there is more than one piece of equipment for consignment.

Choose “No” if there is only one item for consignment.

Choose “Yes” if there is more than one unique equipment item for consignment.



UCLA Health

Do you have more than one piece of equipment for consignment?

YES

NO

Click “Yes” if there is more than one piece of equipment

Click “No” if there is **Not** more than one piece of equipment

→

(Ex: if there is an exam table and IV pole)

Step 3.
If you entered “Yes” for having more than one piece of medical equipment for consignment, then enter the quantity of unique equipment items for consignment

The screenshot shows a form titled "UCLA Health". Below the title, it says "If yes, please enter the quantity of items for consignment below." followed by a note: "*You will be able to put in specific information for each item." There is a large empty text input field. In the bottom right corner, there is a blue button with a white right-pointing arrow.

Step 4.
Confirm if the equipment has received the necessary approvals (if applicable).

Approval has been received, enter "Yes."

Approval has not been received, enter "No."

Approval is not needed, enter "N/A."



Choose the Option from the Dropdown

Please confirm the following information for ITEM 1:

*If information does not apply to the item, please select "N/A"

IT Equipment has been scrubbed of restricted information, patient information, etc. Contact Office of Compliance IT Security: CompOffice@mednet.ucla.edu.

Clinical equipment has been removed from Clinical Engineering's active file. Contact DBarbrow@mednet.ucla.edu to receive "Authorization to Remove Equipment from Active File"

Inventoried items >\$5,000 have a completed asset disposal document on file. Certified users must use Lawson UM40 and receive "Create Asset Disposal Document"

Fixed assets have been reported to Capital Finance & Reporting for disposition review. Contact Jlp@mednet.ucla.edu

Do you have the Purchase Order Number for the item?



**Step 5.
Submit
necessary
approval
documentation
indicating that
this product is
cleared for
removal**



Drop or click to upload the approval documentation

Please submit documentation from IT that all information has been scrubbed.

**This can be an email PDF.*

Drop files or click here to upload

Please submit the Clinical Engineering "Authorization to Remove Equipment from Active File" form.

Drop files or click here to upload



Step 6.
Choose if the
item is a Mobile
Asset or Fixed
Asset



ITEM 1

Click "Mobile Asset" if the first item is a Mobile Asset

Click "Fixed Asset" if the first item is a Fixed Asset

Please select equipment type:



MOBILE ASSET



FIXED ASSET

Mobile Asset

Fixed Asset

Step 7.
Select the
Category Type –
either the
Mobile Asset or
Fixed Asset

UCLA Health

ITEM 1

Please select equipment type:



MOBILE ASSET



FIXED ASSET

Mobile Asset

Fixed Asset

Please select the type of mobile asset category for **ITEM 1**.

If the category is not listed or you are unsure, please select "OTHER".

Hospital Beds ▾

Select the Category Type of
Mobile Asset or Fixed Asset

Step 8.
Enter the Item's Make, Model, Serial Number (if applicable), and UCLA ID Number (if applicable)

Please enter the following information for **ITEM 1**:

Make, Model, Serial #, UCLA ID #, and Purchase Order #

*Item Make and Model are required fields

Example:

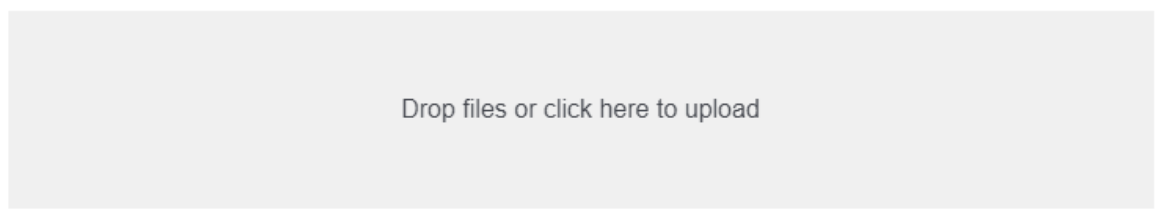


MAKE: CONMED
MODEL: 60-7550-120
SERIAL #: 10GV005
UCLA ID #: 114070040

Item Make	<input type="text" value="Make"/>	Enter the Item Make
Item Model	<input type="text" value="Model"/>	Enter the Item Model
Item Serial Number	<input type="text" value="Serial Number"/>	Enter the Item Serial Number (if applicable)
UCLA ID Number	<input type="text" value="UCLA ID Number"/>	Enter the Item UCLA ID Number (if applicable)

Step 9.
Add an image of the item.

Please add an image of **ITEM 1** here.



Repeat Steps 4-9 for each unique item for consignment

Step 9.
Enter the Department Name, Item Location, and Contact Phone #.
Include any additional information.

UCLA Health

Please enter the following information:

Department Name:

Item Location:

Contact Phone #:

Please include any additional information:

Annotations:

- Enter the **Department Name**
- Enter the **Item Location**
- Enter the **Contact Phone**
- Include any **additional information**

→

Process is Completed!

Please wait for confirmation of receipt and directions from Materials Management.

UCLA Health

We thank you for your time spent taking this survey.
Your response has been recorded.