

# Kit Reprocessing Checklist

The Kit Reprocessing Checklist enables the Logistics team to track each component of the kit and record its status. After each component is accounted for, the reprocessing actions can be performed, and then the checklist is signed by the logistics technician and the quality control technician. Each checklist has an Audit History feature that includes all the actions taken and who performed them. With the checklist, the team can also mark a device as replaced, which will help keep track of device locations during kit reprocessing. For example, if a device or a component has physical damage, the status will appear on the checklist.

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## Tracking Kit Components

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The first step for completing a Kit Reprocessing Checklist is accounting for all the components in the kit. The components can be in three statuses: Missing, Present, or Unsatisfactory.

In the **Receiving** area, for each component in the list, click a status (missing, present, or unsatisfactory).

- Select **Missing**. The device is unaccounted for and was not returned in the kit.

The Replace Device window appears.

- In the **Why are you replacing this device** list, click **Lost (Shrinkage)** or **Purchased**. Lost indicates that the device was not returned with the kit. Purchased means the patient or Care Team has paid for the device and it will not be returned.
- In the **Comment** box, type any notes that apply to this device, such as feedback from the patient about the device purchase or loss.
- In the **New Device** box, scan or type the serial number of the new device.

- Select **Present**. The device was returned with the kit and it is in working order, not broken.
- Select **Unsat**. The device is in an unsatisfactory condition and needs to be repaired or replaced.

The Replace Device window appears.

- In the **Why are you replacing this device** list, click **QA Check (Devices Only)**, **Physical Damage (Shrinkage)**, or **Purchased**. Lost indicates that the device was not returned with the kit. Purchased means the patient or Care Team has paid for the device and it will not be returned.
- In the **Comment** box, type any notes that apply to this device, such as feedback from the patient about the device purchase or loss.
- In the **New Device** box, scan or type the serial number of the new device.

## Verifying Reprocessing Actions

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The actions in the checklist will vary depending on the devices in the kit. In general, the steps include building and labeling the new kit box, cleaning the devices, testing power and charge level, and testing device readings.

In the **Reprocessing** area, do the following:

1. Select **Done** as you complete the action for each row.

Reprocessing	
Action	Done
Build and label new kit box	<input checked="" type="checkbox"/>
Clean tablet	<input checked="" type="checkbox"/>
Clean tablet stand	<input checked="" type="checkbox"/>

2. In the **Measured Reading** box, type the reading that appears on the device. This action verifies that the device is transmitting data to the tablet as expected.

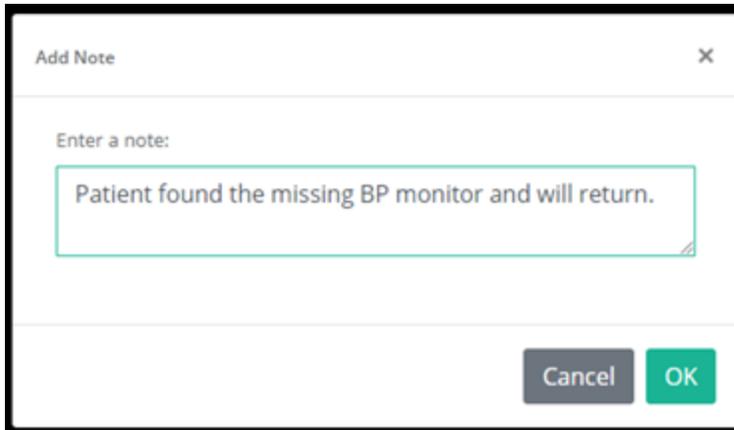
Weight scale powers on and communicates with Vivify Health software.	Measured Reading: <input type="text"/>
Blood pressure monitor powers on and communicates with Vivify Health software.	Measured Reading: <input type="text"/>

## Adding Notes

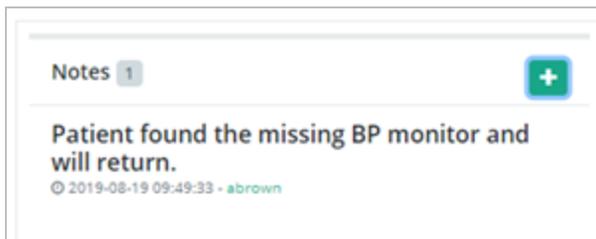
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1. In the **Notes** area, click the  plus button.

The Add Note window appears.



2. Type information related to the kit, such as details about missing devices or broken device conditions.
3. Click **OK**. The note appears on the checklist and in the audit history.

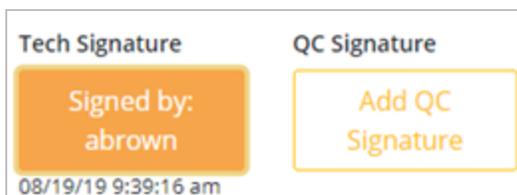


## Signing the Checklist

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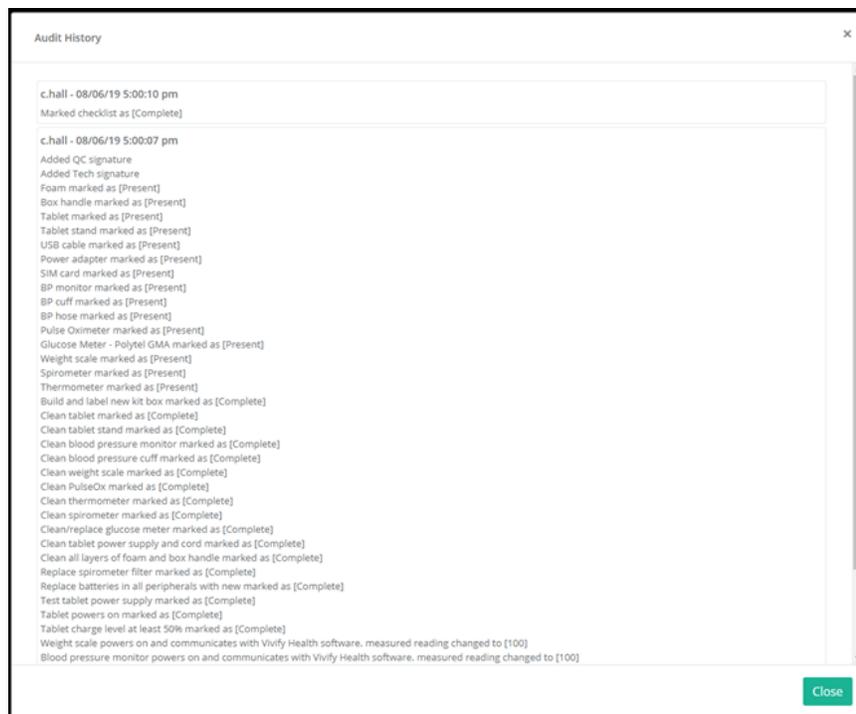
In the **Tech Signature** area, click **Add Tech Signature** to verify that you have completed the checklist and it is ready for review by the quality control technician. The date and time appear below the box, and the action is recorded to the audit history.

You can click the box again to remove your signature, but the action will still appear on the audit history.



## Viewing Audit History

Every action related to the checklist is recorded in the Audit History. When another technician or manager opens the checklist, they can use the audit history to see who processed the checklist and when.



## Completing the Checklist

At the bottom of the checklist, you have the following options:

- **Save & Complete.** After all steps have been completed for the checklist, click **Save & Complete**. This action puts the checklist in a read only view and prevents further editing.

When you complete the checklist, changes can no longer be made. The checklist can be opened and printed, but it cannot be changed after completed.

- **Save.** If you want to save your progress but not complete the checklist, click **Save**. Your progress will be saved, but you can still make changes to the checklist as it is not yet in final state.

- **Cancel.** If you made a change that you don't want to save, click **Cancel**. This returns you to the Kit Reprocess page.

### Kit Reprocessing Checklist

Client: Vivify Dev - Develop
Kit #: 103857
Kit Type: Full Kits

#### Receiving

Date Received: 8/15/2019

Component	Missing	Present	Unsat
Foam	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Box handle	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Tablet <span style="background-color: #f96; padding: 2px;">Lost (Shrinkage)</span> <span style="background-color: #444; color: white; padding: 2px;">Replace ▾</span>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tablet stand	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Power adapter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
SIM card	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
BP monitor <span style="background-color: #f96; padding: 2px;">QA Check (Devices Only)</span> <span style="background-color: #444; color: white; padding: 2px;">Replace ▾</span>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BP cuff	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Pulse Oximeter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Weight scale	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

#### Reprocessing

Action	Done
Build and label new kit box	<input checked="" type="checkbox"/>
Clean tablet	<input checked="" type="checkbox"/>
Clean tablet stand	<input checked="" type="checkbox"/>
Clean blood pressure monitor	<input type="checkbox"/>

Audit History

Cancel

Save

Save & Complete

# Replacing a Device

During the reprocessing of kits, some of the devices may be missing or broken and will need to be replaced. Replacement of devices is done on the reprocessing checklist. Each device in the kit has the option for Missing, Present, or Unsatisfactory. When a device is lost or has physical damage, you can select the option and scan or type a new serial number.

## Replacing a device in a kit

1. In the menu, click **Logistics > Reprocess**.

The Reprocess list page appears.

2. Click the kit number with the RMA device(s).

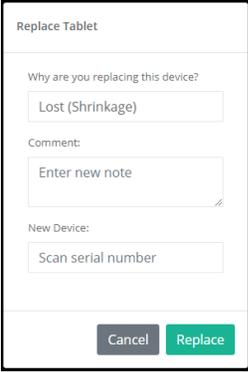
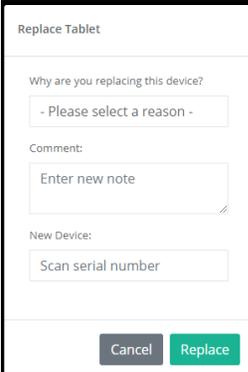
Kit	Customer	Days	Status	Status Date	Stated By	Logistics Center	Last Note
104432	Vivify Dev - Version54	97	In Progress	03/20/2018	npatel	Vivify Development	
100110		93	Received	03/20/2018	j.arredondo	Vivify Development	08/31/2017
103741	Vivify Dev - Develop	82	Received	04/04/2018	ssahs	Vivify Development	
103950	Vivify Dev - Develop	82	Received	04/04/2018	ssahs	Vivify Development	
103959	Vivify Dev - Develop	82	Received	04/04/2018	ssahs	Vivify Development	
103938	Vivify Dev - Develop	82	Received	04/04/2018	ssahs	Vivify Development	
101861	Vivify Dev - Develop	82	Received	04/04/2018	ssahs	Vivify Development	
103754	Vivify Dev - Develop	72	Received	04/18/2018	kbarnett	Vivify Development	
103918	Vivify Dev - Develop	69	Received	04/23/2018	kbarnett	Vivify Development	

The list of kit contents appears in the Devices section.

3. In the **Actions** menu, click **In Progress**.
4. In the **Actions** menu or on the page, click **Open Checklist**.

The Kit Reprocessing Checklist appears.

5. In the **Receiving** area, for the component you want to replace, select **Missing** or **Unsat**.

If the device is		Then
Missing		<p>The Replace Device window appears.</p> <ol style="list-style-type: none"> <li>In the <b>Why are you replacing this device</b> list, click <b>Lost (Shrinkage)</b> or <b>Purchased</b>. Lost indicates that the device was not returned with the kit. Purchased means the patient or Care Team has paid for the device and it will not be returned.</li> <li>In the <b>Comment</b> box, type any notes that apply to this device, such as feedback from the patient about the device purchase or loss.</li> <li>In the <b>New Device</b> box, scan or type the serial number of the new device. If the serial number entered does not match a device, then an error message will appear.</li> </ol>
Broken or needs repairs		<p>The Replace Device window appears.</p> <ol style="list-style-type: none"> <li>In the <b>Why are you replacing this device</b> list, click <b>QA Check (Devices Only)</b>, <b>Physical Damage (Shrinkage)</b>, or <b>Purchased</b>. Lost indicates that the device was not returned with the kit. Purchased means the patient or Care Team has paid for the device and it will not be returned. QA check means the device needs further review by quality assurance.</li> <li>In the <b>Comment</b> box, type any notes that apply to this device, such as feedback from the patient about the device purchase or loss.</li> <li>In the <b>New Device</b> box, scan or type the serial number of the new device. If the serial number entered does not match a device, then an error message will appear.</li> </ol>

The checklist is updated with the reason for replacing the device and a Replace button appears. The Replace button is only used if the device needs to be replaced again. For more information about replacing a device that has already been replaced, see [Replacing a device that has already been replaced](#)

6. Complete the checklist as described in [Kit Reprocessing Checklist](#).

## Replacing a device that has already been replaced

1. In the Reprocessing Checklist, in the row of the component you want to replace, click the **Replace** button, and then click **Missing** or **Unsat**.

Component	Missing	Present	Unsat
Foam	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Box handle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tablet <span>Physical Damage (Shrinkage)</span>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Tablet stand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
USB cable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The Replace window appears.

Replace Tablet

Why are you replacing this device?

Comment:

New Device:

2. In the window, do the following:
  - a. In the **Why are you replacing this device** list, click **Lost (Shrinkage)**, **Purchased**, or **QA Check (Devices Only)**. Lost indicates that the device was not returned with the kit. Purchased means the patient or Care Team has paid for the device and it will not be returned. QA check means the device needs further review by quality assurance.
  - b. In the **Comment** box, type any notes that apply to this device, such as feedback from the patient about the device purchase or loss.
  - c. In the **New Device** box, scan or type the serial number of the new device. If the serial number entered does not match a device, then an error message will appear.

3. Click **Replace**.

The checklist is updated with the reason for replacing the device. This allows technicians to fix errors and replace a device that was added while being broken. An additional replacement is shown on shrinkage as the latest item, while the intermediate item is not. Only one replace line on the shrinkage report appears, so the customer is only billed once.

4. If the rest of the checklist is complete, click **Save & Complete**. If you want to save your progress without marking the checklist as complete, click **Save**.