

<b>Process</b>	<b>Supply Inventory Management</b>
<b>Scope</b>	<p>This SOP applies to <b>all consumable/sales supplies</b> stored or handled at MEDILOGIX locations, including but not limited to:</p> <ul style="list-style-type: none"> <li>• NPWT supplies</li> <li>• Respiratory Supplies</li> </ul> <p>This SOP applies to all personnel who receive, store, deliver, ship, return, or count supplies</p>
<b>Purpose</b>	<p>This SOP establishes standardized processes for organizing, receiving, storing, rotating, documenting, and returning supply inventory across all MEDILOGIX locations. Proper supply management ensures:</p> <ul style="list-style-type: none"> <li>• Accurate availability</li> <li>• Reduction of expired or unused stock</li> <li>• Improved customer satisfaction</li> <li>• Compliance with regulatory expectations</li> <li>• Safe and efficient warehouse practices</li> </ul>
<b>Author</b>	Inventory
<b>Date</b>	11/25/2025, 2/16/26

## Overview

Standardizing our supply inventory management processes ensures accuracy, consistency, and compliance across all MediLogix locations. By following a unified approach, we reduce waste, prevent dated supplies from expiring, and ensure that every location operates with the same expectations and controls.

## Supply Organization Standards

### Storage Layout:

- Supplies must be stored in **clearly labeled** areas by category (NPWT, respiratory, etc.).
- Items must be separated and kept organized together.
- Each box must have:

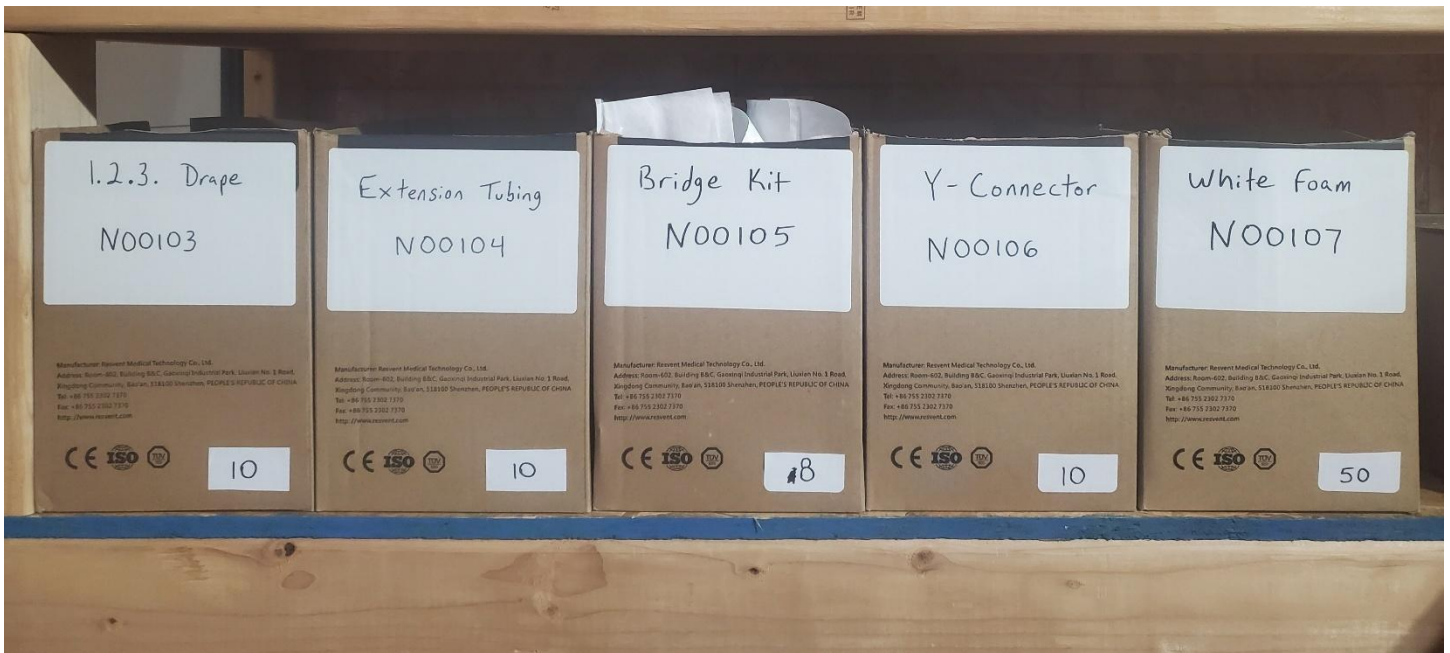


- Item name
- Part number (I#)
- Expiration date (if applicable – ALL NPWT Supplies have an expiration date)
- Keep track of the quantity on the outside of the box – crossing off and changing the quantity as you remove some from the box.

For other accessorial supplies (pictured below), it is acceptable to keep several expiration dates together in the box.

Sort them by expiration date within the box.

Keep track of the quantity on the outside of the box – crossing off and changing the quantity as you remove some from the box.



- No supplies in **CARDBOARD** boxes may be stored on the floor.

# Receiving Supplies

## Initial Inspection

All incoming supplies must be checked for:

- Correct item and quantity
- Visible damage

## Documentation

- Fill out your PO Worksheet with quantity and date received.
- Send PO Worksheet, along with vendor packing slips to [purchasing@medilogixllc.com](mailto:purchasing@medilogixllc.com)

**PO Receiving Worksheet** 11/17/2025 10:00:17 AM

PO Information: PO# 2025-0001, PO Date 11/17/25, PO Qty 1, PO Total 1

Product	Quantity	Serial #
WDK-250	50	
CPC-500	60	

Rec. 11-18-25 DM

**CORK MEDICAL Packing Slip**

From: **Cork Medical**  
8000 Castleway Drive  
Indianapolis, IN 46250

Ship To: **MediLogix LLC**  
4427 E. Mc Baldy Lane  
Spokane, WA 99217  
United States

Customer PO: 75874  
Order#: 32832

Product ID	Serial #	Product Description	Qty Ordered	Qty Delivered	Ship Date	Ship Method	Drop Shipped
WDK-250		Small Wound Kit, Medium Foam with Sac 1.2.3 Drape	50	50	11/13/2025		No
CPC-500		500 mL Canister for NRSUS Pump	60	60	11/13/2025		No

Rec. 11-18-25 DM

- Record expiration dates on box.
- You can find the expiration date on each kit here, circled in red:



## Placement in Storage

- Place items immediately in their designated storage area.

## FEFO rotation \*

At MEDIALOGIX we follow **FEFO – FIRST EXPIRED FIRST OUT**

### Rules

- The **oldest (meaning the closest to expiration date) stock must always be used first.**
- Newer supplies should always be placed **behind** older supplies. Supplies must be placed in order of expiration date, oldest first.
- If expiration dates differ, **sort so that earliest expiration is placed at the front**, regardless of when the supply is received at your location.

---

## Expiration Date Management

### Labeling

- Every item with an expiration date must have the date visible without opening the package.
- If printing is small or obscured, write the expiration date on the box.

### Tracking Expiration Dates

- MX Employees must check expiration dates during:
  - Receiving
  - Cycle Counts
  - Year End Annual Inventory
- Items expiring within **90 days** must be flagged.

### Reporting Near-Expired Items

If any item is within:

- **< / = 90 days of expiration** → Report to [inventory@medilogixllc.com](mailto:inventory@medilogixllc.com)

### Disposition of Expired Items

Expired supplies must:

- Be placed in the **Quarantine section.**
- Inventory will notify you when it is ok to dispose of any expired product.

## Receiving Supplies from another MEDIALOGIX Location

Often, we ship supplies internally. This helps us utilize our inventory and ensures a lower chance of having to dispose of expired supplies.

### Initial Inspection

**Open each box and confirm the contents - there may be different/various supplies in each box.**

All incoming supplies must be checked for:

- Correct item and quantity
- Visible damage

Place all supplies in their respective areas in your warehouse after inspection, following the **FEFO rotation process\***

---

## Returning Supplies from a Customer

### Acceptable Returns

If supplies are sealed and not used:

- Inspect for expiration and damage.
  - **We cannot accept any returns for supplies that are expiring within 180 days/6 months.**
- Document return correctly in MX (*see References and Related Topic section*)
  - Deliver a NEGATIVE quantity in MXM to the appropriate Customer contract.
  - This transaction will not produce a Visit Report
  - Please contact Customer Care for assistance
- Return to your inventory using **FEFO rules.**

### Unacceptable Returns

#### Unclean or Opened Items (We cannot accept)

- **Never accept or return** open or unclean items to stock.
  - Dispose of these immediately.
  - Do not process any transactions in MXMobile, no credit will be issued.
-

## Limited Warehouse Space / Overflow Management

If your warehouse does not have sufficient space:

### Prioritize High-Usage Items

- Ensure the highest-volume supplies receive accessible storage.
- Move slow-moving items to upper shelving.

### Use Alternative Storage Options

Possible solutions include:

- Overhead racks
- Shelves

\*\*For smaller locations, arranging overflow on a mixed pallet is acceptable, until shelf space becomes available. Nothing on the ground, must be on a pallet\*\*

### Notify Operations Leadership

If space becomes critically limited:

- Escalate to Leadership for support
- Possible options: redistribution, reduction of on-hand stock, or supply ordering adjustments

---

## MEDILOGIX Site Audit Requirements

Managers must ensure:

- Expiration checks are completed
- FEFO rotation is correct
- Areas are safe and organized
- Cardboard should never be on the ground, pallets...

---

## Cycle Counts & Annual Year-End Inventory

### NEW PROCESS FOR CYCLE COUNT OF NPWT SUPPLIES

We will now be taking inventory of our NPWT expiration dates, during our cycle counts

\*\*At this time, we will not be keeping track of these dates when we are delivering to our customers.

During the collection of these expiration dates, Inventory can make important decisions on moving supplies to ensure they will be used BEFORE the expiration date.

Process:

- 1) Make sure your supplies are all organized via FEFO.
- 2) When doing the cycle count, for each separate supply put qty and expiration date for those with the **same EXPIRATION date**, info MXMobile as below:

The screenshot shows the MXMobile interface for a cycle count. The form includes fields for Mfg. Part No. (N00102), Description (NISUS LARGE WOUND KIT), Description 2 (NISUS NPWT 3/4" x 6" x 10), Quantity (EACH) (50), and Expiration Date (1/15/2027). A calendar is open for January 2027, with the 15th selected. Below the calendar are buttons for 'Show History' and 'Submit Pending Entries'. A table below shows three items with expiration dates 5/21/2026, 11/26/2026, and 12/31/2026. The last two dates are circled in red.

Description	Qty.	Counter	Date	Object Type	Rental Statu	Expiration Date
NISUS LARGE WOUND KIT	50	0	2/16/2026			5/21/2026
NISUS LARGE WOUND KIT	100	0	2/16/2026			11/26/2026
NISUS LARGE WOUND KIT	50	0	2/16/2026			12/31/2026

- 3) Submit after you have entered all for the same item.
- 4) Note that just like any other supply cycle counts, **do not duplicate lines**. You can go back and see what you have already entered to double check.

**\*\* This is why being organized is so important**

Expired or damaged items must be documented and approved by Inventory prior to disposal of supplies.

## Non-Compliance Protocols

If inventory errors or improper storage practices are observed:

- Immediate correction is required / Corrective Action Request entered.
- Team members may receive retraining.
- Repeated issues must be escalated.

## Roles and Responsibilities:

Role	Responsibility	Contact
<b>FST / Warehouse</b>	<ul style="list-style-type: none"> <li>• Receive and inspect all incoming supplies.</li> <li>• Ensure proper labeling and placement.</li> <li>• Rotate inventory using FEFO methods.</li> <li>• Maintain cleanliness and organization of storage areas.</li> <li>• Document damaged items, or near expiring items.</li> <li>• Return unused or clean supplies from customers.</li> <li>• Maintain accurate documentation in MXMobile</li> </ul>	
<b>ROM / ROS / RST</b>	<ul style="list-style-type: none"> <li>• Audit supply organization.</li> <li>• Ensure teams follow expiration date management</li> </ul>	
<b>Inventory</b>	<ul style="list-style-type: none"> <li>• Organize cycle counts.</li> <li>• Process requests for expired supplies.</li> <li>• Escalate noncompliance</li> </ul>	inventory@medilogixllc.com