Information Technology equipment purchasing at University of Iowa Health Care

Background

Expenditures related to information technology at UI Health Care grow annually as advances in technology allow for greater automation in the clinical, academic and research settings. Advances in information technology also result in increasingly more powerful equipment and increasingly smaller form factors. These advances create significant risk for UI Health Care relating to equipment misappropriation, unnecessary expenditures for equipment which may be misconfigured or purchased outside of pre-negotiated contracts with established vendors. The Vice President for Medical Affairs has directed UI Health Care to adopt a centralized Information Technology equipment acquisition process to help mitigate the identified risks to the organization.

Impacted Equipment

Desktop Computers   Printers (network attached and local)
Laptops Computers   Computer Monitors (greater than 24")
Tablets

Process

1) Units requesting the purchase of any Impacted Equipment will submit a HCIS Help Desk Request for a quote for desired equipment. This can be accomplished by calling the HCIS Help Desk (319-356-0001) or entering a request using the web request system (https://hcis.healthcare.uiowa.edu/). Users will be asked to provide details regarding their equipment requirements, or specific model /configuration under existing University contract. **Units may not use departmental procurement cards to purchase impacted equipment**.

2) HCIS will review the request, ensuring configuration meets operational and security requirements. If HCIS has existing, unassigned equipment in inventory that may meet the requirements that equipment will be offered to the customer. If no acceptable equipment is in inventory, HCIS will return equipment quote to requestor for review.

3) Customer will notify HCIS that the quote is acceptable and will provide a valid MFK for purchasing and workflow contact. HCIS will initiate purchase of equipment. Requisition will indicate HCIS Receiving Area as the delivery location for equipment order. The requisition will be entered into UI Procurement workflow to route through required HCIS staff and funding department.

4) Equipment that is delivered to HCIS Receiving area will have the delivered configuration verified against the original order. The requisition will be updated online to reflect received or partially received status. All packing slips will be filed or scanned for record retention.

5) Received equipment will be entered into the I.T. equipment inventory system and will be assigned and tagged with a unique asset number. Mobile devices will be laser etched with equipment asset information.

6) If the customer selects to configure and deploy the equipment, the equipment will be transported to the customer location and the inventory record will be updated to correspond to the department receiving individual. All equipment will be configured consistent with University I.T. security policies (for example, disk encryption on laptop devices).

7) If the customer selects to have HCIS configure and deploy the equipment, a work order will be assigned to the appropriate HCIS staff, the equipment will be delivered to that staff member and the inventory will be updated to reflect the new equipment location and custodian. The HCIS staff member will configure and deploy the equipment consistent with customer requirements and University I.T. policies. The equipment will be delivered to the customer location and HCIS staff will update the inventory system to reflect the new equipment location and device owner. If the equipment is intended for staff home use, the department will complete and return the required UI Health Care Off Site Inventory form (https://hcis.healthcare.uiowa.edu/Documents/UIHC_Computer_Disposal_Form.pdf). If the equipment is mobile, the inventory information will store the equipment user name and primary work location.

8) Non-mobile equipment which needs to be relocated or re-assigned must have the appropriate inventory records updated to reflect the new equipment location and custodian. Departments may utilize HCIS staff to complete these moves and inventory updates. If departments choose to move this equipment without HCIS support, they are responsible for notifying the HCIS Help Desk (Call 356-0001 or go to web site https://hcis.healthcare.uiowa.edu/) or updating the inventory information directly.

9) Equipment which is no longer needed must be sent to HCIS Asset Management for disposition. HCIS staff will update the inventory records for the equipment, and will perform all necessary steps to remove customer data from the device prior to redeploying the equipment or sending the equipment to University Surplus.

Exemptions

All requests for exemptions from this policy must be sent in writing to the UI Health Care Chief Information Officer.

Effective Date

This process is effective July 1, 2014