

# Asset Inventory Report

## REPORT DESCRIPTION

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The report provides a listing of Assets grouped by Account, providing a total of Assets, count retired and added within a date range.

## INFORMATION IN USE

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- Account Code
- Account Description - Biomed Assets should reflect the department in use
- Asset Number
- Asset Description
- Date Received
- Manufacturer
- Model Number
- Serial Number
- Asset Risk Management

## REFERENCE ITEMS

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- Standardized Category / Sub-Category
- Standardized Description - Use of standardized subcategory for Biomed ECRI Institute is beneficial
- Standardized Asset Numbering Scheme
- Full use of asset record fields
- Manufacturer
- Model Number
- Serial Number
- Asset Risk Management

## IMPORTANT NOTE

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*Effective setup of Asset records within TMS is critical. Asset record information drives numerous reports and must be a top priority concerning accuracy and comprehensiveness.*