

Policy and Procedures

29.1

Title: HP Code Master 100 Batteries

Date issued / last revision: October 8, 2003

Date effective: Immediately

HP Code Master 100 Batteries

Statement:

It is the intent of Cooperstown Medical Transport, Inc. to make available, at all times, to its employees, properly maintained equipment needed to provide appropriate patient care.

Purpose:

This policy and procedure includes recommendations for the use and care of battery packs as outlined by Hewlett Packard.

Scope:

This policy applies to all providers of CMT who utilize cardiac monitor batteries.

Policy:

1. Install a freshly charged battery pack into the monitor whenever the unit displays the warning message *LOW BATTERY*.
2. Return the depleted battery pack to the battery charger.
3. Battery pack replacement (recommended):
 - a. After two years of service
 - b. After failure of battery capacity test
4. Charging the battery:
 - a. Insert the battery into the charger
 - b. Refer to *battery capacity test* below for further information
 - c. The *CHARGING* indicator will appear to indicate that the battery is charging
 - d. A flashing *FAULT* indicator indicates a problem with the charging bay next to the indicator.
 - e. Notify a supervisor if the charger indicates a fault
5. Battery capacity test:
 - a. **Perform a capacity test on each battery at least every 90 days or when the start indicator (a button with a symbol of a square with a line in it) flashes after you insert the battery pack for recharging.**
 - b. Press the start indicator.
 - c. Testing is complete when the *PASS* indicator appears.
 - d. If the *FAULT* indicator appears, the battery pack did not pass the test.
 - e. **Document the date of the test on the underside of the battery.**
 - f. If the capacity test fails, remove the battery pack from service.
 - g. Notify a supervisor of any batteries removed from service.