

meplan, inc.



**medical equipment
planning**

consulting services



Medical Equipment Planning

TECHNOLOGY ASSESSMENT & PROJECT MANAGEMENT

New and emerging medical equipment technologies are not only radically changing the way healthcare providers care for their patients, but also the way in which health care facilities are being designed.

Rapid advancements in medical technology, however, make it challenging for already overburdened hospital staff to keep pace with the latest developments.

Medical equipment can be the second largest component of a project's total budget, often representing up to 10% of the overall costs and as much as 50% of the overall costs for radiology equipment. Hospital construction projects can involve thousands of medical devices and, depending on the duration of the project, medical equipment may even change from planning to occupancy.

planning services for major and minor infrastructure

The design of health care facilities is governed by many regulations and technical requirements. Without the right planning, objective perspective, expertise and project management resources, key elements can be overlooked, resulting in costly redesign work and project delays.

A Leader in Medical Equipment Planning

Medical Equipment Planning goes beyond equipment listings. It involves equipment and facility assessment, budgeting, equipment specifications, procurement, logistics and installation. We know how medical equipment planning works. We're experts in how projects get done – and what it costs.

The selection of medical equipment can affect a facility's infrastructure, costs and flexibility to support future technology. We're here to help you to efficiently and effectively manage and control your equipment planning process while minimizing costs.

Our team can select and position the machines that can save lives and provide comfort. By working with owners, architects, consultants and contractors to incorporate equipment system requirements early into design, we help prevent costly change orders and project delays.

We're prepared to guide you through the evaluation, selection, acquisition and installation of equipment. We can work with you from the beginning to the end of a project, or provide support just where you need it most.

We're ready when you are.

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Deep Expertise

With 20 years of experience in providing medical equipment planning services to the healthcare industry, we understand the challenges involved in specifying, purchasing, storing and installing expensive medical equipment.

Our consultants bring a global planning perspective to your engagements and have delivered services for projects ranging from basic to highly complex, from minor to major infrastructure, from new to renovated construction.

Our team of experienced professionals includes project managers, equipment planners, procurement experts, installation and relocation specialists, logistics experts and biomedical engineers – all working as part of your team.

We're known throughout the industry for our commitment to quality and customized service. We stay on top of industry developments and maintain active memberships in pertinent healthcare organizations, including the AIA New York Chapter Health Facilities Committee, The New York Society for Health Planning and The American Society for Healthcare Engineering.

In addition to our core team members, we maintain excellent relationships with the major manufacturers of healthcare equipment, and include these suppliers as an extended part of our team.

Providing the Latest in Technologies

We stay on top of the latest information about medical equipment by attending industry conferences and consulting with experts. This gives us the edge on what's needed from a technology, clinical and security perspective and allows us to provide you with the equipment expertise you need to put tomorrow's technology into place today.

By accessing our equipment database, we can obtain the latest information on new technologies, product specifications, hazards and recalls, clinical guidelines, standards and regulations; as well as track historical pricing to ensure that your organization receives the best price.

No Ties To Manufacturers

We keep your budget and project timeline foremost in our mind. Our goal is make each project as simple and inexpensive for you as possible.

As independent consultants, we have no ties to equipment manufacturers and maintain complete, unbiased objectivity with all of our vendors and contractors. Because we keep a strict "Code of Business Conduct" that prohibits team members from accepting money or gifts from suppliers and manufacturers, we're free to operate in your best interest and provide unbiased objectivity when recommending equipment and installation services.

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Full Range of Services

Medical Equipment Planning involves equipment survey, budgeting, selection, technical specifications and procurement of medical equipment, taking into account your required level of technology, program planning objectives and available budget. Each project is unique and the first thing we do is understand the strategy and scope of your project and determine your equipment needs.

Equipment Assessment

After orientation meetings with you, your staff, the architects and involved user groups, we audit your existing major and minor equipment to evaluate their efficiency in terms of functionality and cost. To ensure that all categories of equipment are accounted for and included in the appropriate budget, we prepare a Responsibility Check List that specifies responsibilities for planning, procurement, receiving and installation.

Throughout the process you'll receive status reports documenting all issues and decisions. Upon the completion of our analysis, we provide a detailed Equipment Analysis Report that includes cost estimates to obtain and install new and existing equipment, as well as other project-related costs.

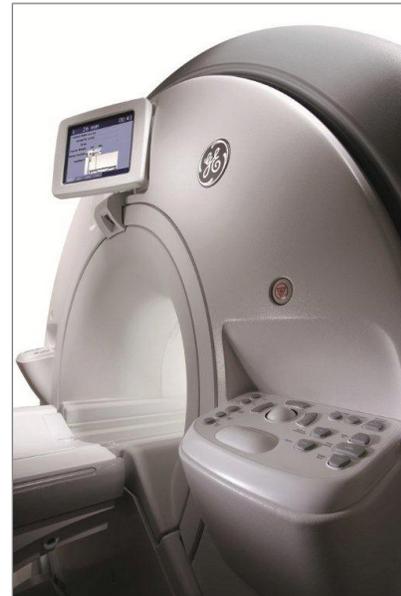


photo courtesy of GE Healthcare

Services provided:

- Evaluate efficiency and useful life of current equipment
- Determine equipment reuse and relocation options
- Develop list of new equipment
- Prepare initial budget

Budget Preparation

We understand that every facility has different needs and different financial situations, and treat your budget like it's our own. We understand that many factors, such as project schedules, architectural elements, fixed equipment, facility standards and medical staff preferences can affect a budget. We account for all of them. We work with your administration, purchasing department, medical staff and architectural team to provide a budget based on your facility's needs and project scope.

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We collaborate with your representatives to determine schedule needs, goals and direction and to confirm the budget. We conduct department interviews to understand equipment preferences, concerns and priorities. We perform architectural reviews to identify elements that may affect the function and design of the building and equipment or inhibit the staff. Finally, we provide full project oversight to ensure all categories of medical equipment and systems are compatible and to avoid duplication or omissions.

Services provided:

- Liaison between architectural staff, contractors and clinical engineering
- Establish a list of recommended improvements, in order of importance
- Identify room-by-room fixed and moveable equipment, with cost estimates
- Document architecturally significant equipment
- Prepare cross-referenced Equipment Catalog of new equipment, fully coded with all specifications
- Establish working budget

Equipment Specifications

We understand that you can't afford delays created by the delivery of the wrong equipment. That's why we ensure the correct equipment is specified from the start. You'll receive a Specification of Equipment report. We'll also recommend various equipment options to help you select the most cost-effective solution while maintaining the highest level of functionality. Once equipment specifications – also known as Construction Documents – are finalized, we prepare your specifications in bid-package format and create a Bidders List for the use of your purchasing department.

We work with suppliers to provide the architect with technical specifications for all equipment: Architecturally Significant Equipment (ASE), non ASE and Imaging Modalities. We assist in reviewing and coordinating the equipment design with the work of the architect and other parties to ensure our specifications have been correctly interpreted and incorporated in the construction documents. We'll even identify, in sketch form, where medical equipment is to be placed within each location.

Services provided:

- Prepare final reports, including room-by-room summary and cut sheets
- Prepare Item Distribution Report by code number indicating room/department location of equipment
- Assign a bid category numbers
- Prepare specifications to coordinate installation and occupancy dates

Procurement

The most costly part of the equipment planning process is often the purchase of the equipment itself. Our objective is to procure your equipment at the lowest possible cost, taking into account your priorities and preferences.

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We bid multiple manufacturers for each item, supplying them with comprehensive specifications and instructions. We also give consideration to any buying groups with which you are aligned. You'll receive a detailed bid analysis along with our recommendations. Should it become necessary to select an alternate vendor, we'll evaluate the need for any change to the building structure or utilities required to accommodate the new equipment and refresh the bid evaluation criteria with any related costs. Finally, we issue, track and expedite purchase orders on your behalf, maintain project equipment accounting reports and provide bi-monthly status reports for all purchasing activities.

Services offered:

- Create detailed master procurement schedule database
- Administer bidding and RFP process
- Prepare, execute and expedite purchase orders
- Provide budgetary reporting and reconciliation
- Create budgetary variance reports from original equipment plan
- Refresh equipment list
- Review shop drawings and schedule required site visits with equipment suppliers

Receiving and Logistics

We're experts in hospital receiving procedures and know when equipment should - and should not - arrive at the construction site. We coordinate with the architect, the general contractor and design team and manage the performance of manufacturers and vendors to ensure the safe delivery of your equipment and a successful, on time installation. We will be there to handle receiving, storage, staging, delivery and placement of equipment; and assist you in the transition to new equipment.



photo courtesy of Siemens Health Care

Services offered:

- Develop detailed receiving and installation schedule
- Expedite equipment delivery
- Contract installation and storage services
- Inspect incoming deliveries and record damages or deficiencies
- Develop detailed action plan for equipment placement
- Monitor relocation of existing equipment
- Inspect facility, conduct punch list walk-through and resolve deficiencies
- Provide biomedical / electrical equipment inspection and check-out
- Coordinate training of all new medical equipment
- Deliver equipment warranties, services, operating manuals and instructions

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Representative Projects

- Weill Cornell Medical College–Weill Greenberg Center, \$15M medical equipment
- HIP-GHI Medical Centers: MPG, QLIMG & SIPP (11 centers), \$10M medical equipment
- The Summit Medical Group Ambulatory Care Building, \$3M medical equipment
- Emergency Department Modernization of LIJMC of North Shore Hospital, \$4M medical equipment
- The Johns Hopkins New Clinical Building (design development), \$100M medical equipment
- Mount Sinai Hospital–Mount Sinai Medical Center (technology assessment), \$6M medical equipment
- The Bellevue Hospital Ambulatory Care Facility (specification & procurement), \$2M medical equipment
- The Kings County Hospital Center – “E” & “S” Buildings, (specification and procurement), \$31M medical equipment
- The Morgan Stanley Children's Hospital of Columbia Presbyterian Hospital, \$10M medical equipment
- Neuro ICU at New York Presbyterian Hospital (Cornell Campus), \$3M medical equipment
- Angio OR at New York Presbyterian Hospital (Cornell Campus), \$2M medical equipment
- Surgical Step Down Unit at New York Presbyterian Hospital (Cornell Campus), \$2M medical equipment
- MRI suites - The Smart Building at New York Presbyterian Hospital (Cornell Campus), \$4M medical equipment
- Five Year Technology Replacement Plans for LAB, OR and Inpatient Units New York Presbyterian Hospital (Cornell Campus)
- Qatar Petroleum Outpatient Medical Building (150,000 sf), \$10M equipment value

**EQUIPMENT ASSESSMENT
BUDGET PREPARATION
EQUIPMENT SPECIFICATIONS
PROCUREMENT
RECEIVING & LOGISTICS**

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We understand the challenges involved in specifying, purchasing, storing and installing expensive medical equipment.

Our consultants bring a global planning perspective to your engagements and have delivered services for projects ranging from basic to highly complex, from minor to major infrastructure, from new to renovated construction.



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