



HEALTH SERVICES AGENCY
ADMINISTRATION

COUNTY OF SANTA CRUZ ²⁸⁵

HEALTH SERVICES AGENCY

P.O. BOX 962, 1080 EMELINE AVENUE
SANTA CRUZ, CA 95061
(408) 454-4066 FAX: (408) 454-4770
TDD: (408) 454-4123

March 19, 1999

AGENDA: April 13, 1999

BOARD OF SUPERVISORS
Santa Cruz County
701 Ocean Street
Santa Cruz, CA 95061

RE: APPROVAL OF EQUIPMENT PURCHASE FOR HEALTH SERVICES AGENCY CLINIC

Dear Board Members:

The Health Services Agency requests approval to purchase a laptop computer for HSA clinics at an approximate cost of \$3,700. There are sufficient funds within the clinic budget for this purchase.

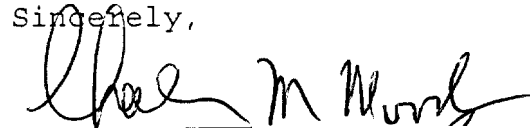
The laptop will be used for back-up access to patient medical files when HSA's computerized registration and billing system is not available. Medical files are shelved using unique medical record numbers and color coded labels to ensure confidentiality and to prevent misfiling. To retrieve a patient's medical file, it is necessary to know the medical record number. The laptop computer will store enough patient data (name, date of birth, Social Security number, and medical record number) to enable HSA staff to identify and locate a medical file should the registration and billing system be down which occurs from time to time as a result of computer and/or software failure, or a generalized power outage. No personal medical data will be stored in the laptop. This back-up system is easily updated and requires no special software. The laptop is also portable and can be used in different areas within the clinic as needed. Alternative back-up methods, such as printed reports or microfiche, are time-consuming to produce, quickly out of date, and cumbersome to use. Funds are available within the clinic budget for this purchase.

It is therefore RECOMMENDED that your Board:

1. Approve the fixed asset purchase of a laptop computer for the Health Services Agency clinics at an approximate cost of \$3,700; and
2. Approve the related transfer of \$3,700 from services and supplies

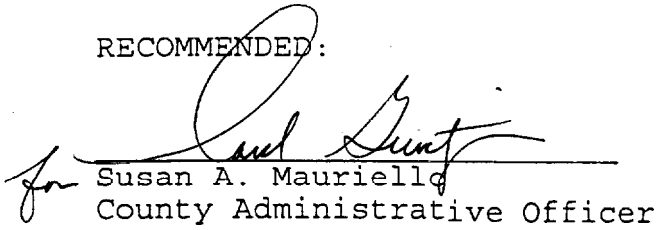
to the fixed asset account (AUD 74 attached).

Sincerely,



Charles M. Moody, HSA Administrator

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

cc: County Administrative Office
Auditor-Controller
County Counsel
County Purchasing
HSA Administration

COUNTY OF SANTA CRUZ
REQUEST FOR TRANSFER OR REVISION
OF BUDGET APPROPRIATIONS AND/OR FUNDS

287

Department: Health Services Agency - Clinics

Date: 3/29/99

TO: Board of Supervisors / County Administrative Officer / District Board

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending **June 30, 1999**

AUDITORS USE ONLY			
DOCUMENT #	AMOUNT	L/N	T/C HASH
BD	74,000.00	02	0.43

BATCH #	
DATE	

		T/C	INDEX	SUBJECT	PRJ/UCD	AMOUNT			DESCRIPTION
TRANSFER	TO	021	3,6,1,2,1,0	8,4,0,4	,, , , ,	, , 3	7,0,0,0,0	Laptop computer	
	FROM	022	3,6,1,2,1,0	3 4 5 1			33 7,0,0,0,0	Inventoriable Items	

Explanation: **Transfer funds to fixed asset account for purchase of laptop computer.**

Name Chae M. Moody

Title HSA Administrator

Auditor-Controller's Action: I hereby certify that unencumbered balance(s) ~~is/are~~ available in the appropriations/funds and in the amounts indicated above.

Auditor-Controller, by Linda Chou, Deputy Date 4/2/99

County Administrative Officer's Action: ☒ Recommended to Board ☐ Approved ☐ Not Recommended or Approved

County Administrative Officer [Signature] Date 4/2/99

State of California }
 es. As the Clerk of the Board of Supervisors of the County of Santa Cruz, I do hereby certify that the foregoing request for transfer was approved by said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered in the minutes of said Board on

County of Santa Cruz }
 _____, 19____ By _____, Deputy Clerk

Distribution:

White-Board of Supervisors
 Yellow-Auditor-Controller

Green-County Administrative Officer
 Pink-Originating Department

Goldenrod-Departmental Control Copy