

## Washington State Department of Health

Accounting and Reporting Manual for Hospitals
Chapter 3000

Washington State Department of Health Accounting and Reporting Manual for Hospitals Account Distribution Index

Chapter 3000

## Table of Contents

Preface 3001.................................................................................................................................... 2
How To Use the Account Distribution Index 3010 ...................................................................... 2
Account Distribution Index 3020................................................................................................. 4

# Washington State Department of Health <br> Accounting and Reporting Manual for Hospitals <br> Account Distribution Index <br> Chapter 3000 

## Preface

As stated previously, the purpose of this Manual is to set standards for uniform hospital accounting and reporting. The Account Distribution Index serves as a reference for proper classification of supplies and services expenses.

## How To Use the Account Distribution Index

Each page of the Account Distribution Index lists various types of supplies and services and the cost center and natural classification to which they should be charged as expenses. In many cases, the cost center which originally receives the supply items is not the cost center to which the supply expense should be charged. For instance, although sutures may be received in the central service cost center and charged to inventory, upon requisition they are sent to a surgery cost center and their cost (as defined in the "Interdepartmental Transfers" section of this Manual) must be transferred interdepartmentally to that using cost center. It is this using cost center which is indicated in the Account Distribution Index.

It will be noted that many of the items listed are not referenced to a single cost center, but to the "using" or "appropriate" cost center (these are indicated by the letters "a" through "l" as listed below). These are items commonly used in more than one cost center, whose cost must be recorded directly or by interdepartmental transfer in the using cost center.
(a) Using Cost Center
(b) Appropriate Nursing Cost Center
(c) Appropriate Surgery Cost Center
(d) Appropriate Laboratory Cost Center
(e) Appropriate Radiology Cost Center
(f) Appropriate Education Cost Center
(g) Appropriate Food Services Cost Center
(h) Appropriate Cost Center
(i) Cost Center to Which Employee is Assigned
(j) Appropriate Balance Sheet Account
(k) Appropriate Natural Classification
(l) Appropriate Salaries and Wages Classification

| Account Distribution Index |  |  |  | 3020 |
| :---: | :---: | :---: | :---: | :---: |
| Item | Code | Cost Center Title | Code | Natural Classification Title |
| Abdominal packs (disposables) |  | (c) | . 32 | Surgical Supplies |
| Abduction apparatus (orthopedic) |  | (c) | . 47 | Instruments \& Minor Equipment |
| Abrasive floor surfacing | 8430 | Plant | . 49 | Other Non-Medical Supplies |
| Accounting and audit fees | 8610 | Hospital Administration | . 25 | Professional Fees - Audit |
| Ace bandages |  | (a) | . 39 | Other Medical Care Materials |
| Acetone |  | (a) | . 49 | Other Non-Medical Supplies |
| Acetylene, dissolved | 8430 | Plant | . 49 | Other Non-Medical Supplies |
| Acids, laundry | 8350 | Laundry and Linen | . 49 | Other Non-Medical Supplies |
| Actuarial fees | 8510 | Accounting | . 23 | Consulting \& Management Fees |
| Adapters, glass, metal, syringe |  | (a) | . 39 | Other Medical Care Materials |
| Adenotomes |  | (c) | . 47 | Instruments \& Minor Med Equip |
| Adhesive pads |  | (a) | . 39 | Other Medical Care Materials |
| Adhesive remover |  | (a) | . 39 | Other Medical Care Materials |
| Adhesive tape |  | (a) | . 39 | Other Medical Care Materials |
| Administrative resident stipends | 8610 | Hospital Administration | . 07 | Other Salaries \& Wages |


| Admission forms | 8560 | Admitting | .45 | Office \& Administrative Supply |
| :--- | :--- | :--- | :--- | :--- |
| Advertising, community education | 8630 | Public Relations | .999 | Other Noncategorized Expenses |
| Advertising,Community Health Education | 8770 | Comm Health Education | .999 | Other Noncategorized Expenses |
| Advertising, employment | 8650 | Personnel | .999 | Other Noncategorized Expenses |
| Advertising, sale of assets | 8610 | Hospital Administration | .999 | Other Noncategorized Expenses |
| Advertising, other |  | (a) | .999 | Other Noncategorized Expenses |
| Air cushions, invalid |  | (a) | .39 | Other Medical Care Materials |
| Airways |  | (a) | .39 | Other Medical Care Materials |
| Albuminometers | 7170 | Pharmacy | .48 | Other Minor Equipment |
| Alcohol, grain |  | (a) | .36 | Pharmaceuticals |
| Alcohol, rubbing | 7170 | Pharmacy | .39 | Other Medical Care Materials |
| Alcohol packs | 7170 | Pharmacy | .39 | Other Medical Care Materials |
| Alcohol permit fees | 8350 | Laundry and Linen | .902 | Licenses \& Taxes |
| Alcohol records | 8200 | Research \& Education | .45 | Office \& Administrative Supply |
| Alkalies, laundry | 7240 | Ambulance | .49 | Other Non-Medical Supplies |
| Allowances to students | 8840 | Insurance - Other | .65 | Purchased Services - Other |
| Ambulance fees | 7240 | Ambulance | .91 | Insurance |
| Ambulance insurance premiums | 7240 | Ambulance | .902 | Licenses \& Taxes |
| Ambulance licenses |  | .82 | Leases and Rentals - Equipment |  |


| Ambulance repairs | 7240 | Ambulance | .62 | Repairs \& Maintenance |
| :--- | :--- | :--- | :--- | :--- |
| Ammonia | 8460 | Housekeeping | .44 | Cleaning Supplies |
| Analgesics |  | (a) | .36 | Pharmaceuticals |
| Aspirin |  | (a) | .36 | Pharmaceuticals |
| Assessments, improvement | 8850 | Licenses and Taxes | .902 | Licenses \& Taxes |
| Assessments, operating | 8850 | Licenses and Taxes | .902 | Licenses \& Taxes |
| Association dues |  | (a) | .903 | Dues \& Subscriptions |
| Atomizers | 8610 | Hospital Administration | .39 | Other Medical Care Materials |
| Attorney's fees | 8610 | Hospital Administration | .25 | Professional Fees - Audit |
| Audit fees | 7050 | Central Services | .49 | Other Non-Medical Supplies |
| Autoclave tape | 8430 | Plant | .62 | Repairs \& Maintenance |
| Automatic door repairs | 8470 | Communications | .82 | Leases and Rentals - Equipment |
| Automatic telephone rentals |  | (a) | .901 | Insurance |
| Automobile insurance premium |  | (a) | .902 | Licenses \& Taxes |
| Automobile license | (a) | .82 | Leases and Rentals - Equipment |  |
| Automobile rentals | 8430 | Plant | (a) | .62 |
| Automobile repairs |  | Repairs \& Maintenance |  |  |


| Awards, volunteer service | 8660 | Auxiliary Groups | . 999 | Other Noncategorized Expenses |
| :---: | :---: | :---: | :---: | :---: |
| Badges, identification, employees | 8650 | Personnel | . 45 | Office \& Administrative Supply |
| Badges, identification, volunteers | 8660 | Auxiliary Groups | . 45 | Office \& Administrative Supply |
| Bags, laundry | 8350 | Laundry and Linen | . 49 | Other Non-Medical Supplies |
| Bags, paper/plastic |  | (a) | . 49 | Other Non-Medical Supplies |
| Bandages |  | (a) | . 39 | Other Medical Care Materials |
| Bands, identification | 8560 | Admitting | . 49 | Other Non-Medical Supplies |
| Bands, rubber |  | (a) | . 49 | Other Non-Medical Supplies |
| Bank charges | 8510 | Accounting | . 999 | Other Noncategorized Expenses |
| Barium sulphate |  | (e) | . 39 | Other Medical Care Materials |
| Barometers, aneroid |  | (d) | . 48 | Other Minor Equipment |
| Basins, bath, emesis, face |  | (b) | . 48 | Other Minor Equipment |
| Baskets, drug | 7170 | Pharmacy | . 48 | Other Minor Equipment |
| Baskets, waste |  | (a) | . 48 | Other Minor Equipment |
| Baskets, specimen collection, (sputum, urine, and feces) |  | (d) | . 48 | Other Minor Equipment |
| Bath caps | 8350 | Laundry and Linen | . 49 | Other Non-Medical Supplies |
| Bath maps | 8350 | Laundry and Linen | . 49 | Other Non-Medical Supplies |
| Bath robes | 8350 | Laundry and Linen | . 49 | Other Non-Medical Supplies |
| Batteries, flashlight |  | (a) | . 49 | Other Non-Medical Supplies |
| Beads, infants |  |  |  |  |
| Chapter 3000 |  |  |  | Page 7 |

Bed pans
Belts, sanitary
Belts, sanitary (in post-partum pack)
Benzalkonium chloride sol. \& tinct.
Blades, surgical
Blankets
Blood, for patients
Blood, for employees
Blood derivatives
Blood Supplies
Blood type tests, purchased
Blow bottles
Board Member Expenses
Bond discount amortization
Bonding insurance premiums, employees
Bond interest expense
Bookkeeping forms
Books, medical
Books, text
Borax

| 6170 | Nursery | .49 | Other Non-Medical Supplies |
| :--- | :--- | :--- | :--- |
|  | (a) | .49 | Other Non-Medical Supplies |
| 7010 | (a) | .49 | Other Non-Medical Supplies |
|  | Labor and Delivery | .32 | Surgical Packs \& Sheets |
|  | (a) | .39 | Other Medical Care Materials |
|  | (a) | .32 | Surgical Packs \& Sheets |
| 8350 | Laundry and Linen | .43 | Linen \& Bedding |
| 7070 | Laboratory - Clinical | .39 | Other Medical Care Materials |
|  | (i) | .19 | Other Employee Benefits |
| 7070 | Laboratory - Clinical | .39 | Other Medical Care Materials |
|  | (a) | .908 | Other Direct Expenses |
| 7070 | Laboratory - Clinical | .61 | Purchased Services - Medical |
|  | (a) | .39 | Other Medical Care Materials |
| 8610 | Hospital Administration |  | (k) |
| 8870 | Interest - Other | .999 | Other Noncategorized Expenses |
|  | (i) | .901 | Insurance |
| 8870 | Interest - Other | .999 | Other Noncategorized Expenses |
| 8510 | Accounting | .45 | Office \& Administrative Supply |
| 8680 | Medical Library | .49 | Other Non-Medical Supplies |
| 8200 | Research \& Education | .49 | Other Non-Medical Supplies |

Chapter 3000

| Bottles, drug | 8350 | Laundry and Linen | . 49 | Other Non-Medical Supplies |
| :---: | :---: | :---: | :---: | :---: |
| Bottles, formula | 7170 | Pharmacy | . 49 | Other Non-Medical Supplies |
| Bottles, reagent |  | (g) | . 49 | Other Non-Medical Supplies |
| Bottles, specimen |  | (d) | . 49 | Other Non-Medical Supplies |
| Breast pumps, hand |  | (d) | . 49 | Other Non-Medical Supplies |
| Brooms | 6070846 | Acute Care | . 39 | Other Medical Care Materials |
| Brushes | o | Housekeeping | . 49 | Other Non-Medical Supplies |
| Buckets, scrub |  | (a) | . 49 | Other Non-Medical Supplies |
| Building repairs by outside concerns | 8460 | Housekeeping | . 49 | Other Non-Medical Supplies |
| Building repairs, external surfaces | 8430 | Plant | . 62 | Repairs \& Maintenance |
| Building repairs, foundation | 8430 | Plant | . 62 | Repairs \& Maintenance |
| Building repairs, internal surfaces | 8430 | Plant | . 62 | Repairs \& Maintenance |
| Building repairs, floors | 8430 | Plant | . 62 | Repairs \& Maintenance |
| Bulbs, electric light | 8430 | Plant | . 62 | Repairs \& Maintenance |
| Burners, Bunsen | 8430 | Plant | . 49 | Other Non-Medical Supplies |
| Burrs, surgical |  | (d) | . 49 | Other Non-Medical Supplies |
| Business interruption insurance |  | (c) | . 47 | Instruments \& Minor Med Equip |
| Business machine rentals | 8840 | Insurance - Other | . 901 | Insurance |
| Business office forms |  | (a) | . 82 | Leases and Rentals - Equipment |
| Buttons | 8530 | Patient Accounts | . 49 | Other Non-Medical Supplies |
|  | 8350 |  |  |  |
| Chapter 3000 |  |  |  | Page 9 |

Chapter 3000

| Cadavers | 8200 | Laundry and Linen | . 49 | Other Non-Medical Supplies |
| :---: | :---: | :---: | :---: | :---: |
| Candy striper expenses | 8660 | Research \& Education | . 49 | Other Non-Medical Supplies |
| Canes |  | Auxiliary Groups |  | (k) |
| Cannulas |  | (a) | . 39 | Other Medical Care Materials |
| Caps, ice (bags) |  | (a) | . 39 | Other Medical Care Materials |
| Caps, operating room | 8350 | (b) | . 39 | Other Medical Care Materials |
| Capsules | 7170 | Laundry and Linen | . 46 | Employee Wearing Apparel |
| Care, employee (discount) | 8880 | Pharmacy | . 39 | Other Medical Care Materials |
| Carpenter tools | 8430 | Employee Benefits | . 19 | Other Employee Benefits |
| Carpeting and rugs, cleaning | 8460 | Plant | . 48 | Other Minor Equipment |
| Carpeting and rugs, depreciation |  | Housekeeping | . 65 | Purchased Services - Other |
| Cartage, drayage, and freight |  | (a) | . 72 | Depreciation - Buildings |
| (1) supplies <br> (2) equipment |  | Same account to which item purchased is charged | . 999 | Other Noncategorized Expenses |
| Cash shortages/overages | 8530 | Patient Accounts |  |  |
| Casters |  | (a) | . 999 | Other Noncategorized Expenses |
| Cases, pillow | 8350 | Laundry and Linen | . 49 | Other Non-Medical Supplies |
| Catalogues, nursing school | 8200 | Research \& Education | . 43 | Linen \& Bedding |
| Catheter boxes, trays |  | (a) | . 45 | Office \& Administrative Supply |
| Catheters; metal, rubber, etc. |  | (a) | . 39 | Other Medical Care Materials |


| Chart envelopes | 8690 | Medical Records | .39 | Other Medical Care Materials |
| :--- | :--- | :--- | :--- | :--- |
| Chart, patient | 8690 | Medical Records | .45 | Office \& Administrative Supply |
| Checkbooks and voucher checks | 8510 | Accounting | .45 | Office \& Administrative Supply |
| Chemicals, pharmaceutical | 7170 | Pharmacy | .45 | Office \& Administrative Supply |
| Chemicals, reagent |  | (d) | .36 | Pharmaceuticals |
| Chinaware |  | (g) | .49 | Other Non-Medical Supplies |
| Chisels, bone |  | (c) | .48 | Other Minor Equipment |
| Chloroform | 7040 | Anesthesiology | .47 | Instruments \& Minor Med Equip |
| Clamps, surgical |  | (c) | .33 | Anesthetic Materials |
| Clamps, burette, rubber tubing |  | (d) | .47 | Instruments \& Minor Med Equip |
| Class pins | 8200 | Housekeeping | .49 | Other Non-Medical Supplies |
| Cleaning compounds | 8460 | (g) | .45 | Office \& Administrative Supply |
| Cleavers, chopping |  | (a) | .44 | Cleaning Supplies |
| Clocks, household |  | (a) | .48 | Other Minor Equipment |
| Clocks, internal timer | (a) | .48 | Other Minor Equipment |  |


| Coal and coke | 8430 | Plant | . 49 | Other Non-Medical Supplies |
| :---: | :---: | :---: | :---: | :---: |
| Cocaine |  | (c) | . 59 | Utilities - Other |
| Colanders |  | (g) | . 36 | Pharmaceuticals |
| Collection fees | 8530 | Patient Accounts | . 48 | Other Minor Equipment |
| Collectors, pediatric, |  | (a) | . 26 | Prof Fees - Collection Agencies |
| (sputum, urine, feces) |  |  | . 48 | Other Minor Equipment |
| Commencement invitations | 8200 | Research \& Education |  | Office \& Administrative Supply |
| Compensation, physician |  |  | . 45 |  |
| (1) Payroll |  | (a) |  | Salaries \& Wages - Physicians |
| (2) Non-payroll |  | (a) | . 05 | Prof Fees- Medical - Physician |
| Compensation, student | 8200 | Research \& Education | . 21 | Salaries \& Wages - Other |
| Compound tincture benzoin |  | (a) | . 07 | Other Medical Care Materials |
| Connectors, glass, etc. |  | (a) | . 39 | Other Medical Care Materials |
| Consultant fees |  |  | . 39 |  |
| (1) from non-related organization |  | (a) |  | Consulting \& Management Fees |
| (2) from related organization |  | (a) | . 23 | Purchased Management Services |
| Containers, false teeth |  | (a) | . 64 | Other Non-Medical Supplies |
| Containers, needle |  | (a) | . 49 | Other Medical Care Materials |
| Contract Staffing |  | (a) | . 39 | Other Direct Expenses |
| Contrast medium (dye) | 7140 | Radiology - Diagnostic | . 909 | Other Medical Care Materials |


| Controlled substances | 7170 | Pharmacy | . 39 | Pharmaceuticals |
| :---: | :---: | :---: | :---: | :---: |
| Controls, sterilizer |  | (a) | . 36 | Other Non-Medical Supplies |
| Cotton, absorbent |  | (a) | . 49 | Other Medical Care Materials |
| Cottonseed oil |  | (a) | . 39 | Other Medical Care Materials |
| Covers, tray or table, (patients') |  | (g) | . 39 | Other Non-Medical Supplies |
| Cross match fees (see Laboratory procedures) |  |  | . 49 |  |
| Crutches |  | (a) |  | Other Medical Care Materials |
| Cuffs, blood pressure |  | (a) | . 39 | Other Minor Equipment |
| Cups, china |  | (g) | . 48 | Other Minor Equipment |
| Cups, paper, beverage |  | (g) | . 48 | Other Non-Medical Supplies |
| Cups, sputum, paper |  | (b) | . 49 | Other Medical Care Materials |
| Curtains \& draperies, window, cleaning | 8460 | Housekeeping | . 39 | Purchased Services - Other |
| Curtains \& draperies, cubicle, initial | 8460 | Housekeeping | . 65 | Other Minor Equipment |
| Cushions, air, invalid |  | (a) | . 48 | Other Medical Care Materials |
| Cutters, paper |  | (a) | . 39 | Other Minor Equipment |
| Cyclopropane | 7040 | Anesthesiology | . 48 | Anesthetic Materials |
| Data processing fees, patient | 8530 | Patient accounts | . 33 | Purchased Services - Other |
| accounting |  |  | . 65 |  |
| Data processing fees, patient | 8690 | Medical Records |  | Purchased Services - Other |


| discharge information | 8510 | Accounting | . 65 | Purchased Services - Other |
| :---: | :---: | :---: | :---: | :---: |
| Data processing fees, general accounting |  |  |  |  |
| Depreciation, major movable equipment |  | (a) |  | Depreciation-Maj Movable Equip |
| Depreciation, fixed equipment | 8810 | Depreciation | . 75 | Depreciation - Fixed Equipment |
| Depreciation, minor equipment |  | (a) | . 74 | Depreciation - Minor Equipment |
| Depressors, tongue |  | (a) | . 76 | Other Medical Care Materials Purchased Services - Other |
| Detective service | 8610 | Hospital Administration | . 39 |  |
| Detergents (laundry) | 8350 | Laundry \& Linen | . 65 | Cleaning Supplies |
| Developers and hypo solutions |  | (a) | . 44 | Other Non-Medical Supplies |
| Dextrose |  | (a) | . 49 | IV Solutions |
| Diapers |  | (b) | . 35 | Other Non-Medical Supplies |
| Dinnerware |  | (g) | . 49 | Other Minor Equipment |
| Diplomas, nursing school | 8200 | Research \& Education | . 48 | Office \& Administrative Supply |
| Dishes, evaporating, Petri |  | (d) | . 45 | Other Minor Equipment |
| Dishes, table |  | (g) | . 48 | Other Minor Equipment |
| Dishpans |  | (g) | . 48 | Other Minor Equipment |
| Disinfectants | 8460 | Housekeeping | . 48 | Other Non-Medical Supplies |
| Disinfectants, surgical |  | (c) | . 49 | Surgical Supplies - General |
| Dissectors |  | (d) | . 32 | Other Minor Equipment |
|  |  |  |  | Other Non-Medical Supplies |
| Chapter 3000 |  |  |  | Page 14 |


| Doilies, tray, paper | (g) |
| :--- | :--- |
| Douche pans |  |
| (b) |  |
| Dressing tray | (a) |
| Dressings | (a) |
| Drills, bone | (c) |
| Droppers, medicine | (a) |
| Dues, association |  |
| Dues, professional organizations | 8350 |
| Dyes, laundry | 8840 |
| Earthquake insurance | 8200 |
| Education supplies, students | 8740 |
| Ednsurance - Other |  |
| Education supplies, inservice |  |
| Education supplies, other | 8430843 |
| Electric light bulbs Education | (a) Plant |
| Electricity | 0 |
| Plant Education |  |
| Elevator inspection fees | 8430 |
| Elevator liability insurance | 8430 |
| Elevator repairs | 8430 |
| Elevators, bone/dura,rib/etc. |  |
| Employee benefits, F.I.C.A. |  |

Other Minor Equipment
Other Minor Equipment
Other Medical Care Materials
Instruments \& Minor Med Equip
Other Medical Care Materials
Dues \& Subscriptions
Dues \& Subscriptions
Other Non-Medical Supplies
Insurance
Other Non-Medical Supplies
Other Non-Medical Supplies
Other Non-Medical Supplies
Other Non-Medical Supplies
Utilities - Electricity
Other Noncategorized Expenses Insurance
. 999 Repairs \& Maintenance
. 901 Instruments \& Minor Med Equip
. 62 Employee Benefits - FICA
. 47 Employee Benefits - SUI \& FUI

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    Washington State Department of Health
Accounting and Reporting Manual for Hospitals
                                    Account Distribution Index
            Chapter 3000
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Employee benefits, unemployment
Employee benefits, parking
Employee benefits, meals
Employee benefits, health \& dental
Employee benefits, life insurance
Employee benefits, tuition
Employee benefits, recreation/culture
Employee benefits, licenses
Employee benefits, hospital health care services, (free/discounted)
Employee benefits, pension
Employee benefits, housing allowance
Employee uniforms, hospital owned
Enema, disposable
Entertainment, employee
Envelopes, films, X-ray
Envelopes, paper, other
Epsom salts
Equipment repair by outside concerns
Ether

|  | (i) | .11 | Employee Benefits - Other |
| :--- | :--- | :--- | :--- |
|  | (i) | .12 | Employee Benefits - Other |
|  | (i) | .19 | Emp Ben-Group Health Insurance |
|  | (i) | .19 | Emp Ben - Group Life Insurance |
| 8880 | (i) | (i) | .14 |
|  | Employee Benefits | .15 | Employee benefits - Other |
|  | (i) | .19 | Employee Benefits - Other |
|  | Employee Benefits | .19 | Employee Benefits - Other |
|  |  | .19 |  |
|  | (i) | .19 | Emp Ben - Pension \& Retirement |
| 8350 | (i) |  | Employee Benefits - Other |
|  | Laundry \& Linen | .16 | Employee Wearing Apparel |
|  | (a) | .19 | Other Medical Care Materials |
|  | (i) | .46 | Travel, Meetings, and Training |
|  | (e) | .39 | Other Non-Medical Supplies |
|  | (a) | .904 | Office \& Administrative Supply |
|  | (a) | .49 | Other Medical Care Materials |
| 7040 | (h) | .45 | Repairs \& Maintenance |
| 7040 | Anesthesiology | .39 | Anesthetic Materials |
|  |  | .62 | Other Medical Care Materials |


|  | Washington State Department of Health Accounting and Reporting Manual for Hospitals Account Distribution Index Chapter 3000 |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Ether masks |  | Anesthesiology | . 33 |  |
| Express charges (see Cartage) | 8460 |  | . 39 | Purchased Services - Other |
| Exterminator, (pest control service) |  | Housekeeping |  | Other Minor Equipment |
| Extractors, fruit juice | 8350 | (g) | . 65 | Linen \& Bedding |
| Face cloths |  | Laundry \& Linen | . 48 | Other Medical Care Materials |
| Face masks |  | (a) | . 43 | Prof Fees- Medical - Physician |
| Fees, medical - Physicians |  | (h) | . 39 | ProfFee-Med-Therapists \& Other |
| Fees, medical - Therapist \& Others |  | (h) | . 21 |  |
| Fees, nonmedical (see specific |  |  | . 22 |  |
| category) |  |  |  | Insurance |
| Fidelity bond premiums |  | (i) |  | Other Minor Equipment |
| Film hangers |  | (e) | . 901 | Radiology Films |
| Films |  | (e) | . 48 | Insurance |
| Fire insurance premiums | 8840 | Insurance - Other | . 38 | Other Non-Medical Supplies |
| Flashlights and batteries |  | (a) | . 901 | Other Non-Medical Supplies |
| Flasks, general |  | (a) | . 49 | Other Noncategorized Expenses |
| Flowers, decorative | 8460 | Housekeeping | . 49 | Other Noncategorized Expenses |
| Flowers, employee special occasion |  | (i) | . 999 |  |
| Flower pots and planters: | 8460 |  | . 999 | Other Non-Medical Supplies |
| (1) inside hospital | 8430 | Housekeeping |  | Other Non-Medical Supplies |

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    Washington State Department of Health
Accounting and Reporting Manual for Hospitals
(2) outside hospital

Food; meat, fish, \& poultry
Food, other
Forceps, surgical
Forks, kitchen
Formulas, infant
Forms, medical record/history, etc.
Freon gas, surgical
Fund raising expense
Funnels
Gags, mouth
Garbage cans
Gas (fuel)
Gasoline
Gauze
Germicides, cleaning
Gifts for services
Glass, window
Glassware; kitchen, dining room
Glassware, laboratory

\section*{Plant}
(g)
(g)
(c)
(g)

8690 (g)
Medical Records
8630
(c)

Public Relations
(a)
\(8460 \quad\) (a)
8430 Housekeeping
Plant
(a)

8460
8610
8430
(a)

Housekeeping
Hospital Administration Plant
(g)
(d)
. 49 Food - Meat, Fish, \& Poultry
. 49 Food - Other
. 41 Instruments \& Minor Med Equip
. 42 Other Minor Equipment
. 47 Food - Other
.48 Office \& Administrative Supply
. 42 Oxygen \& Other Medical Gases
.45
. 34 Other Medical Care Supplies Other Medical Care Supplies
Other Minor Equipment
Utilities - Gas
Other Non-Medical Supplies
Other Medical Care Materials
Cleaning Supplies
Other Noncategorized Expenses
Other Non-Medical Supplies
Other Non-Medical Supplies
Other Non-Medical Supplies Other Non-Medical Supplies

Gloves, disposable
Gloves, reusable
Glucose, I.V.
Glue, furniture
Glycerine
Goggles, colored
Gouges, bone mastoid
Gowns, employee
Gown's, patient
Graduates, glass
Grass seed
Graters, food
Greases, lubricating
Guard service fees
Hammers, percussion reflex
Handles, surgical knife
Hangers, coat
Hangers, film
Head mirrors and bands
Heaters
\begin{tabular}{llll} 
& (a) & .49 & Other Non-Medical Supplies \\
7060 & (a) & .49 & IV Solutions \\
8430 & Intravenous Therapy & .49 & Other Non-Medical Supplies \\
7170 & Plant & .35 & Pharmaceuticals \\
& Pharmacy & .49 & Other Non-Medical Supplies \\
& (e) & .36 & Instruments \& Minor Med Equip \\
8350 & (c) & .49 & Employee Wearing Apparel \\
8350 & Laundry \& Linen & .47 & Other Non-Medical Supplies \\
& Laundry \& Linen & .46 & Other Non-Medical Supplies \\
8430 & (d) & .49 & Other Non-Medical Supplies \\
& Plant & .49 & Other Minor Equipment \\
& (g) & .49 & Other Non-Medical Supplies \\
8430 & (a) & .48 & Purchased Services - Other \\
& Plant & .49 & Instruments \& Minor Med Equip \\
& (a) & .65 & Instruments \& Minor Med Equip \\
8460 & (c) & .47 & Other Non-Medical Supplies \\
& Housekeeping & .47 & Other Minor Equipment \\
& (e) & .49 & Instruments \& Minor Med Equip \\
& (a) & .48 & Other Minor Equipment \\
& (a) & .47 & Instruments \& Minor Med Equip
\end{tabular}
\begin{tabular}{|c|c|c|c|c|c|}
\hline Hemostats & & & (a) & . 48 & Other Non-Medical Supplies \\
\hline Holders, napkin & & & (g) & . 47 & Instruments \& Minor Med Equip \\
\hline Holders, needle & & & (a) & . 49 & Other Non-Medical Supplies \\
\hline Holders, sputum cup & & & (b) & . 47 & Other Non-Medical Supplies \\
\hline Holders, test tube & & 7050 & (d) & . 49 & Instruments \& Minor Med Equip \\
\hline Hot packs, apparatus & & & Central Services & . 49 & Instruments \& Minor Med Equip \\
\hline Hot water bottles & & & (a) & . 47 & Other Medical Care Materials \\
\hline Hydrogen peroxide & & & (a) & . 47 & Other Medical Care Materials \\
\hline Hypodermic needles & & 7060 & (a) & . 39 & Other Medical Care Materials \\
\hline I.V. set & & 7060 & Intravenous Therapy & . 39 & Pharmaceuticals \\
\hline I.V. additives & & 7060 & Intravenous Therapy & . 39 & IV Solutions \\
\hline I.V. solutions & & 7060 & Intravenous Therapy & . 36 & Other Medical Care Materials \\
\hline I.V. supplies & & & Intravenous Therapy & . 35 & Other Non-Medical Supplies \\
\hline Ice (purchased) & & 8560 & (a) & . 39 & Other Non-Medical Supplies \\
\hline Ident-a-bands & & 9400 & Admitting & . 49 & Other Noncategorized Expenses \\
\hline Income tax & & 8640 & Provision / Income Tax & . 49 & Consulting \& Management Fees \\
\hline Industrial engineering fees related organization) & (non- & 8350 & Management Engineering & .999
.23 & Other Non-Medical Supplies \\
\hline Infant apparel & & 8310 & Laundry \& Linen & & Other Non-Medical Supplies \\
\hline Ink, printing & & 8350 & Printing \& Duplicating & . 49 & Other Non-Medical Supplies \\
\hline Ink, marking & & & & & \\
\hline Chapter 3000 & & & & & Page 20 \\
\hline
\end{tabular}


Chapter 3000
\begin{tabular}{|c|c|c|c|c|}
\hline IT, Including Licenses and Maint. & 7050 & Central Services & . 39 & Instruments \& Minor Med Equip \\
\hline Jackets, orderlies/operating room/etc. & & Central Services & . 47 & Other Direct Expenses \\
\hline Jars, specimen & 8350 & (a) & . 47 & Employee Wearing Apparel \\
\hline Journals, medical & & Laundry \& Linen & . 910 & Other Non-Medical Supplies \\
\hline Kettles, steam (patient use) & 8680 & (d) & . 46 & Dues \& Subscriptions \\
\hline Kettles, steam (kitchen) & 7050 & Medical Library & . 49 & Other Minor Equipment \\
\hline Keys & & Central Services & . 903 & Other Minor Equipment \\
\hline Kitchen utensils & 8430 & (g) & . 48 & Other Non-Medical Supplies \\
\hline Knife blades, surgical & & Plant & . 48 & Other Minor Equipment \\
\hline Knife holders, surgical & & (g) & . 49 & Instruments \& Minor Med Equip \\
\hline Knives, abscess, amputating, brain & & (c) & . 48 & Instruments \& Minor Med Equip \\
\hline Knives, autopsy & & (c) & . 47 & Instruments \& Minor Med Equip \\
\hline Knife, kitchen & 7070 & (c) & . 47 & Instruments \& Minor Med Equip \\
\hline Labels, drug & & Laboratory & . 47 & Other Minor Equipment \\
\hline Labels, other & 7170 & (g) & . 47 & Other Non-Medical Supplies \\
\hline Laboratory procedures: & & Pharmacy & . 48 & Other Non-Medical Supplies \\
\hline (1) by hospital based physician & & (a) & . 49 & \\
\hline (2) by outside concerns & & & . 49 & Pro Fees- Medical - Physicians \\
\hline Lactometers & & (d) & & Purchased Services - Medical \\
\hline Ladders & & (d) & . 21 & Other Non-Medical Supplies \\
\hline
\end{tabular}
\begin{tabular}{|c|c|c|c|c|}
\hline Lamps, alcohol & 8430 & (d) & . 61 & Other Minor Equipment \\
\hline Lamps, electric & & Plant & . 49 & Other Minor Equipment \\
\hline Lamps, ophthalmoscope & 8430 & (a) & . 48 & Other Minor Equipment \\
\hline Lancets & & Plant & . 48 & Other Minor Equipment \\
\hline Lancets, blood & & (a) & . 48 & Other Medical Care Materials \\
\hline Lanterns, battery or gas type & & (a) & . 48 & Other Medical Care Materials \\
\hline Laundering, outside concerns & & (a) & . 39 & Other Minor Equipment \\
\hline Laundry Services & 8430 & Plant & . 39 & Purchased Services - Other \\
\hline Laxatives, simple & & Laundry \& Linen & . 48 & Other Direct Expenses \\
\hline Lease costs (see Rental Charges) & 8350 & (a) & . 65 & Pharmaceuticals \\
\hline Legal, Audit and Tax Services & & (a) & . 912 & \\
\hline Legal fees, collections & & & . 36 & Other Direct Expenses \\
\hline Legal fees, other & 8530 & (a) & & Professional Fees - Legal \\
\hline Lens paper & 8610 & Patient Accounts & . 913 & Professional Fees - Legal \\
\hline Licenses & & Hospital Administration & . 24 & Other Non-Medical Supplies \\
\hline Lime, chlorinated & & (d) & . 24 & Licenses \& Taxes \\
\hline Linen, bed & 8460 & (a) & . 49 & Cleaning Supplies \\
\hline Linen, sterile & 8350 & Housekeeping & . 902 & Linen \& Bedding \\
\hline Liners, bassinet & 8350 & Laundry \& Linen & . 44 & Linen \& Bedding \\
\hline Litmus paper & 8350 & Laundry \& Linen & . 43 & Linen \& Bedding \\
\hline
\end{tabular}
\begin{tabular}{|c|c|c|c|c|}
\hline & \multicolumn{3}{|l|}{Washington State Department of Health Accounting and Reporting Manual for Hospitals Account Distribution Index Chapter 3000} & \\
\hline Local and spinal anesthetics & & Laundry \& Linen & . 43 & Other Non-Medical Supplies \\
\hline Long distance telephone charges & & (d) & . 43 & Anesthetic Materials \\
\hline Lubricating fluids & 8470 & (a) & . 49 & Telephone/Telegraph \\
\hline Lubricating jelly & & Communications & . 33 & Other Medical Care Materials \\
\hline Lumber & & (a) & . 57 & Other Medical Care Materials \\
\hline Lye & 8430 & (a) & . 39 & Other Non-Medical Supplies \\
\hline Magazines, lobby & 8350 & Plant & . 39 & Cleaning Supplies \\
\hline Magazines, medical journals & 8630 & Laundry \& Linen & . 49 & Dues \& Subscriptions \\
\hline Magazines, general interest & 8680 & Public Relations & . 44 & Dues \& Subscriptions \\
\hline Magazines, department & 8630 & Medical Library & . 903 & Dues \& Subscriptions \\
\hline Magazines, student & & Public Relations & . 903 & Dues \& Subscriptions \\
\hline Maintenance contracts & 8200 & (a) & . 903 & Dues \& Subscriptions \\
\hline Maalox & & Research \& Education & . 903 & Repairs \& Maintenance \\
\hline Mangle aprons & & (a) & . 903 & Pharmaceuticals \\
\hline Manometers, disposable & 8350 & (a) & . 62 & Other Non-Medical Supplies \\
\hline Marking ink and labels & & Laundry \& Linen & . 36 & Other Medical Care Materials \\
\hline Masks, face & & (a) & . 49 & Other Non-Medical Supplies \\
\hline Mats, bath & 8350 & Laundry \& Linen & . 39 & Other Medical Care Materials \\
\hline Mattress covers and pads & & (a) & . 49 & Other Non-Medical Supplies \\
\hline Measures, metal & 8350 & Laundry \& Linen & . 39 & Linen \& Bedding \\
\hline
\end{tabular}

Chapter 3000
\begin{tabular}{lllll} 
Membership dues & 8350 & Laundry \& Linen & .49 & Other Non-Medical Supplies \\
Mirrors, head/laryngeal/etc. & & (a) & .43 & Dues \& Subscriptions \\
Mortars & & (a) & .49 & Instruments \& Minor Med Equip \\
Mortgage, interest expense & (a) & .903 & Other Non-Medical Supplies \\
Motor oil, ambulance & (a) & .47 & Other Noncategorized Expenses \\
Motor oil, car/truck & 8870 & Interest - Other & .49 & Other Non-Medical Supplies \\
Motor vehicle insurance & 7240 & Ambulance & .999 & Other Non-Medical Supplies \\
Mouthwash, non-prescription & & (a) & .49 & Insurance \\
Mucous bulbs & & (a) & .49 & Other Medical Care Materials \\
Nails, hip fracture & (a) & .901 & Other Medical Care Materials \\
Narcotics & 7170 & (c) & .39 & Prosthesis \\
Narcotic permit fees & 7170 & Pharmacy & .39 & Pharmaceuticals \\
Narcotic records & 7170 & Pharmacy & .31 & Licenses \& Taxes \\
Needles, aneurysm, aspirating & & Pharmacy & .36 & Office \& Administrative Supply \\
Needles, spinal, hypodermic & & (b) & .902 & Instruments \& Minor Med Equip \\
Needles, sewing & 8350 & (b) & .45 & Instruments \& Minor Med Equip \\
Nets, laundry & 8350 & Laundry \& Linen & .47 & Other Non-Medical Supplies \\
Newspapers & Laundry \& Linen & .47 & Other Non-Medical Supplies \\
Nipples & (a) & .49 & Dues \& Subscriptions
\end{tabular}
\begin{tabular}{lllll} 
Nitroglycerin & & (b) & .903 & Other Medical Care Materials \\
Nitrous oxide & 7170 & (b) & .39 & Pharmaceuticals \\
Non-sterile containers & 7040 & Pharmacy & .39 & Anesthetic Materials \\
Novocaine & & Anesthesiology & .36 & Other Non-Medical Supplies \\
Nurses' uniforms, hospital furnished & 7040 & (a) & .33 & Anesthetic Materials \\
Nursing school classroom supplies & 8350 & Anesthesiology & .49 & Employee Wearing Apparel \\
Office supplies & 8200 & Laundry \& Linen & .33 & Other Non-Medical Supplies \\
Oil, fuel & & Research \& Education & .46 & Office \& Administrative Supply \\
Oils and grease, general & 8430 & (a) & .49 & Utilities - Other \\
Oils, car/truck & 8430 & Plant & Plant & .45 \\
Oils, ambulance & 7240 & (a) & .59 & Other Non-Medical Supplies \\
Oral scopolamine & & Ambulance & .49 & Other Non-Medical Supplies \\
Orangewood sticks & (a) & .49 & Pharmaceuticals \\
Oxygen, in anesthesia & 7040 & (a) & .49 & Other Medical Care Materials \\
Oxygen, in therapy & & Anesthesiology & .36 & Oxygen \& Other Medical Gases \\
Packets - alcohol, lemon/glycerine & & (a) & .39 & Oxygen \& Other Medical Gases \\
Packs, abdominal, (laparotomy) & (a) & .34 & Other Medical Care Materials \\
Packs, hot or cold, (solution filled) & (c) & .34 & Surgical Packs \& Sheets \\
packs, team & 7050 & Central Services & .39 & Other Minor Equipment \\
Pads, bed/table/etc.(cloth) & & & &
\end{tabular}

Washington State Department of Health Accounting and Reporting Manual for Hospitals Account Distribution Index

Chapter 3000

Pads, cleaning
Pads, laundry, mangle, press
Pads, rubber floor mat
Pails, scrub
Paint brushes
Painting, contracted
Painters' drop cloths
Paints, shellacs, varnishes
Pans, baking
Pans, dust
Paper, duplication machine
Paper, photocopier
Paper, data processing printout
Paper, print shop supplies
Paper cups
Paper, shelf
Paper plates
Paper, wax
Patient chargeable supplies damaged)
Pelvimeters
Chapter 3000

\section*{Central Services}

8350
Laundry \& Linen
8350 Housekeeping
Laundry \& Linen
8460
(a)

8430 Housekeeping
8430 Plant
8430 Plant
8430 Plant
Plant
8460
8310 Housekeeping
Printing \& Duplicating
8480
8310

8460
(ruined or
7050
(h)

Data Processing
Printing \& duplicating
(a)

Housekeeping
(g)
(g)
. 48 Linen \& Bedding
. 48 Cleaning Supplies
. 43 Other Non-Medical Supplies
. 44 Other Non-Medical Supplies Cleaning Supplies
Other Non-Medical Supplies Repairs \& Maintenance
Other Non-Medical Supplies Other Non-Medical Supplies Other Minor Equipment Cleaning Supplies Office \& Administrative Supply Office \& Administrative Supply Office \& Administrative Supply Other Non-Medical Supplies Other Non-Medical Supplies Other Non-Medical Supplies Other Non-Medical Supplies Other Non-Medical Supplies (k)

> Washington State Department of Health Accounting and Reporting Manual for Hospitals Account Distribution Index
> Chapter 3000

Pencils, lead/crayon/marking
Pens
Pension plan premiums
Percussion hammers
Perforators, medical
Periodicals, general
Periodicals, medical
Periodicals, student nurses'
Personal computer supplies
Personal property tax (see Taxes)
Pestles
Pillows
Pins, bone extension
Pins, laundry
Pins, safety, straight
Pipettes
Pitcher, water
Plasmanate
Plaster, building
Plaster of Paris

Central Services
(a)
(a)
(a)
(a)
(c)

8680
8200 Medical Library
Research \& Education
(a)
(a)

Laundry \& Linen
(c)

Laundry \& Linen
(a)
(d)
(a)
. 49
Instruments \& Minor Med Equip
Office \& Administrative Supply
Office \& Administrative Supply
Emp Ben - Pension \& Retirement
Instruments \& Minor Med Equip Instruments \& Minor Med Equip
Dues \& Subscriptions
Dues \& Subscriptions
Dues \& Subscriptions
Other Non-Medical Supplies
.903
. 49 Other Minor Equipment Linen \& Bedding
. 48 Prosthesis

Other Non-Medical Supplies
Other Non-Medical Supplies
Other Non-Medical Supplies Other Non-Medical Supplies Other Medical Care Materials

Chapter 3000
\begin{tabular}{lllll} 
Plasters, adhesive & 8430 & Laboratory & .49 & Other Non-Medical Supplies \\
Plates, bone & & Plant & .39 & Other Medical Care Materials \\
Plates, china, dinner/salad/etc. & (a) & .49 & Other Medical Care Materials \\
Plates X-ray (film) & (a) & .39 & Prosthesis \\
Platinum wire & (c) & .39 & Other Minor Equipment \\
Plumbing supplies & (g) & .31 & Radiology Films \\
Polishes & & (e) & .48 & Prosthesis \\
Postage,general use & (c) & .38 & Other Non-Medical Supplies \\
Postage, specific departments & 8430 & Plant & .31 & Cleaning Supplies \\
Powders, film developing & 8460 & Housekeeping & .49 & Other Noncategorized Expenses \\
Powders, insect & 8470 & Communications & .44 & Other Noncategorized Expenses \\
Powders, scouring & & (a) & .999 & Other Non-Medical Supplies \\
Power, purchased & (e) & .999 & Other Non-Medical Supplies \\
Prescriptions, (outside purchases) & 8460 & Housekeeping & .49 & Cleaning Supplies \\
Prescription blanks & 8460 & Housekeeping & .49 & Utilities - Electricity \\
Purchased Laboratory Services & 8430 & Plant & .44 & Purchased Services - Other \\
Radioisotopes & 7170 & Pharmacy & .51 & Office \& Administrative Supply \\
Radiology services by outside concern & & Pharmacy & .65 & Other Direct Expenses \\
Rags, cleaning & 7170 & (a) & .45 & Other Medical Care Materials \\
Razor blades & 7160 & Nuclear Medicine & .914 & Purchased Services - Medical
\end{tabular}
\begin{tabular}{|c|c|c|c|c|}
\hline Razors & & (e) & . 39 & Cleaning Supplies \\
\hline Receptacles, waste & 8460 & Housekeeping & . 61 & Other Non-Medical Supplies \\
\hline Record forms, medical & & (a) & . 44 & Other Non-Medical Supplies \\
\hline Records for transcribing machines & & (a) & . 49 & Other Minor Equipment \\
\hline Rectal tubes & 8460 & Housekeeping & . 49 & Office \& Administrative Supply \\
\hline Registers, narcotic & 8690 & Medical Records & . 48 & Office \& Administrative Supply \\
\hline Rental charges, equipment & & (a) & . 45 & Other Medical Care Materials \\
\hline Rental charges, reusable supplies & & (a) & . 45 & Office \& Administrative Supply \\
\hline Rental charges, patient chargeable equipment & 7170 & \begin{tabular}{l}
Pharmacy \\
(h)
\end{tabular} & .39
.45 & Leases and Rentals - Equipment Other Noncategorized Expenses \\
\hline Rental charges, duplicating machine & 7050 & (h) & . 82 & Leases and Rentals - Equipment \\
\hline Rental charges, photocopier & & Central Services & . 85 & \\
\hline Rentals, intercommunicating equipment & 8310 & & . 82 & Leases and Rentals - Equipment \\
\hline Rentals, safety deposit boxes & & Printing \& Duplicating & & Leases and Rentals - Equipment \\
\hline Repairs and Maintenance & 8470 & (h) & . 82 & Leases and Rentals - Equipment \\
\hline Repair/replacement of personal & 8610 & Communications & . 82 & Other Noncategorized Expenses \\
\hline property (eye glasses, dentures, & & Hospital Administration & . 82 & Other Direct Expenses \\
\hline hearing aids, etc.) & 8610 & (a) & . 999 & Other Noncategorized Expenses \\
\hline Repairs, minor, to buildings (by outside concern) & & Hospital Administration & .915
.999 & \\
\hline
\end{tabular}

Repairs, purchased, to equipment Chapter 3000
\begin{tabular}{|c|c|c|c|c|}
\hline (identifiable with specific dept) & 8430 & & & Repairs \& Maintenance \\
\hline Major moveable & & Plant & & \\
\hline Fixed equipment & & & . 62 & \\
\hline Minor equipment & & & & \\
\hline Reusable supplies & & & & Repairs \& Maintenance \\
\hline Repairs, purchased, to equipment & & (a) & & Repairs \& Maintenance \\
\hline (not identifiable by department) & & (a) & . 62 & Repairs \& Maintenance \\
\hline Pillow mikes & & (h) & . 62 & Repairs \& Maintenance \\
\hline Lobby Furniture & & (h) & . 62 & \\
\hline T.V., patients & & & . 62 & \\
\hline Wheelchairs & & & & Repairs \& Maintenance \\
\hline Research expense & 8430 & (b) & & Repairs \& Maintenance \\
\hline Respirators & & Plant & . 62 & Repairs \& Maintenance \\
\hline Retractors & & (h) & . 62 & Repairs \& Maintenance \\
\hline Ribbons, typewriter & 8200 & (h) & . 62 & \\
\hline Rubber bands & & Research \& Education & . 62 & Instruments \& Minor Med Equip \\
\hline Saccharometers & & (c) & & Instruments \& Minor Med Equip \\
\hline Safety pins & & (a) & . 47 & Office \& Administrative Supply \\
\hline Sanitary pads & & (a) & . 47 & Office \& Administrative Supply \\
\hline Saucers, plant & & (a) & . 45 & Other Minor Equipment \\
\hline
\end{tabular}
\begin{tabular}{lll} 
Scalpels & (d) \\
Scissor sharpening & & (a) \\
Scoops, common duct/Mayo/etc. & 8460 & (a) \\
Scoops, flour/sugar/etc. & & Housekeeping \\
Screwdrivers, bone plate & (a) \\
Screws, bone & (a) \\
Sedatives & (a) \\
Service charges on equipment repairs & & (g) \\
Shared Srvs. /System Office Allocation & & (c) \\
Sharpeners, pencil & 7170 & (c) \\
Sheep skins & & Pharmacy \\
Sheets, linen & & (a) \\
Sheets, rubber, patients' beds & & (a) \\
Sheet wadding & & (a) \\
Signals, communication (beepers) & 8350 & (b) \\
Skin tests & 8460 & Laundry \& Linen \\
Slippers, paper & & Housekeeping \\
Slips, laundry & 8470 & (a) \\
Snares, tonsil/etc. & & Communications \\
Soaps, dishwashing & & (d)
\end{tabular}Scissor sharpeningScoops, common duct/Mayo/etc.Scoops, flour/sugar/etc.Screwdrivers, bone plateScrews, boneSedativesService charges on equipment repairsShared Srvs. /System Office AllocationSharpeners, pencilSheep skinsSheets, linenSheets, rubber, patients' bedsSheet waddingSignals, communication (beepers)Slippers, paperSlips, laundrySoaps, dishwashing
(d)
(a)
(a) Housekeeping
(a)
(a)
(a)
(g)
(c)
(c)

Pharmacy
(a)
(a)
(a)

8350 (b)
8460 Laundry \& Linen
Housekeeping
(a)
(d)
. 45 Other Non-Medical Supplies
. 48 Other Non-Medical Supplies
. 49 Other Non-Medical Supplies
. 49 Instruments \& Minor Med Equip
. 49 Purchased Services - Other
. 47 Instruments \& Minor Med Equip
. 65 Other Minor Equip
. 47 Instruments \& Minor Med Equip
. 48 Prosthesis
. 47 Pharmaceuticals
.31 Repairs \& Maintenance
. 36 Other Direct Expenses
. 62 Other Non-Medical Supplies
. 916 Other Non-Medical Supplies
. 49 Linen \& Bedding
.49

Other Non-Medical Supplies
Other Non-Medical Supplies
Other Minor Equipment
Purchased Services - Medical Other Non-Medical Supplies
\begin{tabular}{|c|c|c|c|c|}
\hline Soaps, floor & 8350 & (a) & . 61 & Office \& Administrative Supply \\
\hline Soaps, laundry & & Laundry \& Linen & . 49 & Instruments \& Minor Med Equip \\
\hline Soaps, surgical & & (c) & . 45 & Cleaning Supplies \\
\hline Splints & 8460 & (g) & . 47 & Cleaning Supplies \\
\hline Staff Recruitment & 8350 & Housekeeping & . 44 & Other Non-Medical Supplies \\
\hline Steam cleaner rental & & Laundry \& Linen & . 44 & Other Non-Medical Supplies \\
\hline Steam, purchased & & (a) & . 49 & Other Medical Care Materials \\
\hline Sterile containers & & (a) & . 49 & Other Direct Expenses \\
\hline Sterile water & 8460 & (a) & . 39 & Leases and Rentals - Equipment \\
\hline Stethoscopes & 8430 & Housekeeping & . 917 & Utilities - Other \\
\hline Stipends & & Plant & . 82 & Other Non-Medical Supplies \\
\hline Stockinette & & (a) & . 59 & Other Non-Medical Supplies \\
\hline Struts, surgical & & (a) & . 49 & Instruments \& Minor Med Equip \\
\hline Suction tips, disposable & & (a) & . 49 & Salaries \& Wages - Other \\
\hline Supplies, patient chargeable & 8200 & Research \& Education & . 47 & Other Medical Care Materials \\
\hline Suppositories & & (a) & . 07 & Surgical Supplies - General \\
\hline Surgical masks/gowns/shoe covers, & & (c) & . 39 & Other Medical Care Materials \\
\hline disposable & & (a) & . 32 & (k) \\
\hline Surgical packs \& drapes & 7050 & Central Services & . 39 & Other Medical Care Materials \\
\hline Sutures & & (a) & & Employee Wearing Apparel \\
\hline Chapter 3000 & & & & Page 33 \\
\hline
\end{tabular}

> Washington State Department of Health Accounting and Reporting Manual for Hospitals Account Distribution Index
> Chapter 3000
\begin{tabular}{|c|c|c|c|c|}
\hline Swabs & & (c) & . 39 & \\
\hline Syringes, bulb & & & . 46 & Surgical Packs \& Sheets \\
\hline Syringes, hypodermic & 8350 & Laundry \& Linen & & Surgical Packs \& Sheets \\
\hline Syringes, irrigating & & (c) & . 32 & Other Medical Care Materials \\
\hline Tablets, paper & & (a) & . 32 & Other Medical Care Materials \\
\hline Tape remover & & (a) & . 39 & Other Medical Care Materials \\
\hline Tape, twilled & & (a) & . 39 & Other Medical Care Materials \\
\hline Taxes & & (a) & . 39 & Office \& Administrative Supply \\
\hline Taxes, real estate & & (a) & . 39 & Other Medical Care Materials \\
\hline Taxes, personal property & 8460 & (a) & . 45 & Other Non-Medical Supplies \\
\hline Taxes, business & & Housekeeping & . 39 & Other Direct Expenses \\
\hline Telegraph expense & 8850 & (a) & . 49 & Licenses \& Taxes \\
\hline Telephone expense: & 8850 & Licenses \& Taxes & . 919 & Licenses \& Taxes \\
\hline General lines service & 8850 & Licenses \& Taxes & . 902 & Licenses \& Taxes \\
\hline Dedicated lines service & 8470 & Licenses \& Taxes & . 902 & Telephone/Telegraph \\
\hline Long distance, patient & & Communications & . 902 & \\
\hline Long distance, administration & 8470 & & . 57 & Telephone/Telegraph \\
\hline Long distance, medical staff & & Communications & & Telephone/Telegraph \\
\hline Taxicab charges & 8470 & (a) & . 57 & Telephone/Telegraph \\
\hline Tenaculums & 8610 & Communications & . 57 & Telephone/Telegraph \\
\hline
\end{tabular}
\begin{tabular}{|c|c|c|c|c|}
\hline & \multicolumn{3}{|l|}{Washington State Department of Health Accounting and Reporting Manual for Hospitals Account Distribution Index Chapter 3000} & \\
\hline Test tubes & 8700 & Hospital Administration & . 57 & Telephone/Telegraph \\
\hline Text books, student nurses & & Medical Staff & . 57 & Travel, Meetings, \& Training \\
\hline Thermometers, mouth/bath/rectal & & (a) & . 57 & Instruments \& Minor Med Equip \\
\hline Thermostat, wall & & (a) & . 904 & Other Non-Medical Supplies \\
\hline Thread, sewing & 8200 & (d) & . 47 & Other Non-Medical Supplies \\
\hline Thread, suture & & Research \& Education & . 49 & Other Medical Care Materials \\
\hline Throat bags & 8430 & (a) & . 49 & Other Non-Medical Supplies \\
\hline Time cards (payroll) & 8460 & Plant & . 39 & Other Non-Medical Supplies \\
\hline Tips, irrigating/suction/uterine/etc. & & Housekeeping & . 49 & Sutures \& Surgical Needles \\
\hline Tires, ambulance & & (a) & . 49 & Other Medical Care Materials \\
\hline Tires, car/truck & 8510 & (a) & . 32 & Office \& Administrative Supply \\
\hline Tissue, facial & & Accounting & . 39 & Other Medical Care Materials \\
\hline Toilet paper & 7240 & (a) & . 45 & Other Non-Medical Supplies \\
\hline Tongs, crucible & & Ambulance & . 39 & Other Non-Medical Supplies \\
\hline Tongue depressors & & (a) & . 49 & Other Non-Medical Supplies \\
\hline Tonsil snares & 8460 & (a) & . 49 & Other Non-Medical Supplies \\
\hline Tourniquets & & Housekeeping & . 49 & Other Minor Equipment \\
\hline Towels, bath/face & & (d) & . 49 & Other Medical Care Materials \\
\hline Towels, paper & & (a) & . 48 & Instruments \& Minor Med Equip \\
\hline Traction rope & & (c) & . 39 & Other Medical Care Materials \\
\hline
\end{tabular}

Training Costs
Travel expense:
Educational
Recruiting
"Community" service
Board
Medical staff
Administration
Tray covers, paper (patient meals)
Trays, dressing
Trays, serving, patients
Trays, desk
Trays, staining
Trephines
Trocars
Tubes,centrifuge/test/etc.
Tubes, colon/connecting/duodenal/
infusion/etc.
Tubes, specimen
Tubing, glass, heat resisting

8350 (a)
Laundry \& Linen
(a)
(a)
(a)

8200
8650
8630
8610
8700
8610
Hospital Administration
(g)

8320
(a)

Dietary
(a)
(d)
(a)
(c)
(d)
. 47 Linen \& Bedding
. 39 Other Non-Medical Supplies
. 918 Travel, Meetings, \& Training Travel, Meetings, \& Training
. 904 Travel, Meetings, \& Training
. 904 Travel, Meetings, \& Training
. 904 Travel, Meetings, \& Training
. 904 Travel, Meetings, \& Training
.904 Other Non-Medical Supplies
. 904 Other Minor Equipment
. 49 Other Minor Equipment
. 48 Other Non-Medical Supplies
. 48 Other Non-Medical Supplies
. 49 Instruments \& Minor Med Equip
. 49 Instruments \& Minor Med Equip
. 47 Other Non-Medical Supplies
. 47 Other Medical Care Materials

Tubing, rubber
Tuition, employee education
Tumblers, glass, drinking
Underpads
Uniforms, doormen's
Uniforms, elevator operators
Uniforms (hospital furnished):
Employees
Students
Volunteer
Candystriper
Urinals, patient
Urinometers
Utensils, kitchen
Utensils, medical
Utensils, other
Utilities
Valves, medical
Vaporizers, medicinal (steam kettles)
Vases, decorative
\begin{tabular}{llll} 
& (a) & .49 & \\
& & .39 & Other Non-Medical Supplies \\
& (d) & & Other Non-Medical Supplies \\
& (d) & .49 & Other Non-Medical Supplies \\
& (a) & .49 & Travel, Meetings, \& Training \\
& (i) & .49 & Other Non-Medical Supplies \\
8350 & (h) & .904 & Linen \& Bedding \\
8430 & Laundry \& Linen & .49 & Employee Wearing Apparel \\
8430 & Plant & .43 & Employee Wearing Apparel \\
& Plant & .46 & \\
& & .46 & Employee Wearing Apparel \\
8200 & (i) & & Employee Wearing Apparel \\
8660 & Research \& Education & .46 & Employee Wearing Apparel \\
8660 & Auxiliary Groups & .46 & Employee Wearing Apparel \\
& Auxiliary Groups & .46 & Other Minor Equipment \\
& (a) & .46 & Other Minor Equipment \\
& (d) & .48 & Other Minor Equipment \\
& (g) & .48 & Instruments \& Minor Med Equip \\
& (a) & .48 & Other Minor Equipment \\
& (a) & .47 & Utilities
\end{tabular}

Other Non-Medical Supplies Other Non-Medical Supplies Other Non-Medical Supplies Travel, Meetings, \& Training Other Non-Medical Supplies Linen \& Bedding Employee Wearing Apparel Employee Wearing Apparel

Employee Wearing Apparel Employee Wearing Apparel Employee Wearing Apparel Employee Wearing Apparel Other Minor Equipment Other Minor Equipment Other Minor Equipment Instruments \& Minor Med Equip Utilities
\begin{tabular}{lll} 
Vegetable oil & & (a) \\
Venetian blind cleaning & 8460 & \((\mathrm{c})\) \\
Vests, infants' & & \((\mathrm{a})\) \\
Volunteer meals & 8460 & Housekeeping \\
Volunteer uniforms & 8350 & \((\mathrm{~g})\) \\
Volunteer badges & 8660 & Housekeeping \\
Wash cloths & 8660 & Laundry \& Linen \\
Waste, cotton/wool & 8660 & Auxiliary Groups \\
Waste receptacles & 8350 & Auxiliary Groups \\
Water & 8430 & Auxiliary Groups \\
Water treatment compounds & 8460 & Laundry \& Linen \\
Wax, floor & 8430 & Plant \\
Window glass & 8430 & Housekeeping \\
Window washing expense & 8460 & Plant \\
\(\quad\) (outside concerns) & 8430 & Plant \\
Wood, fire & 8460 & Housekeeping \\
Wrappers, cloth & & Plant \\
Wrenches, bone traction & 8430 & Housekeeping \\
Wringers, mop & & \\
X-ray, employee chest & & Plant
\end{tabular}
\begin{tabular}{ll}
.48 & Prosthesis \\
.920 & Other Minor Equipment \\
.31 & Other Non-Medical Supplies \\
.48 & Food - Other \\
.49 & Purchased Services - Other \\
.42 & Other Non-Medical Supplies \\
.65 & Other Noncategorized Expenses \\
.49 & Employee Wearing Apparel \\
.999 & Other Non-Medical Supplies \\
.46 & Other Non-Medical Supplies \\
.49 & Other Non-Medical Supplies \\
.49 & Other Minor Equipment \\
.49 & Utilities - Water \\
.48 & Other Non-Medical Supplies \\
.54 & Cleaning Supplies \\
.49 & Other Non-Medical Supplies \\
.44 & Purchased Services - Other \\
.49 & \\
.65 & Other Non-Medical Supplies \\
\hline & Other Non-Medical Supplies
\end{tabular}
. 48 Prosthesis
. 920 Other Minor Equipment
.31 Other Non-Medical Supplies
. 48 Food - Other
. 49 Purchased Services - Other
. 42 Other Non-Medical Supplies
. 65 Other Noncategorized Expenses
. 49 Employee Wearing Apparel
. 999 Other Non-Medical Supplies
. 46 Other Non-Medical Supplies
. 49 Other Non-Medical Supplies
. 49 Other Minor Equipment
. 49 Utilities - Water
. 48 Other Non-Medical Supplies
. 54 Cleaning Supplies
Other Non-Medical Supplies
Purchased Services - Other

Other Non-Medical Supplies

Washington State Department of Health Accounting and Reporting Manual for Hospitals Account Distribution Index

Chapter 3000
\begin{tabular}{lllll} 
X-ray film & 8460 & (a) & .49 & Instruments \& Minor Med Equip \\
X-ray procedures, \\
hospital based physicians & 8880 & (c) & .49 & Other Minor Equipment \\
X-ray procedures, purchased outside & & Housekeeping & .47 & Employee Benefits - Other \\
& Employee Benefits & .48 & Radiology Films \\
& (e) & .19 & Pro Fees- Medical - Physicians \\
& (e) & .38 & \\
& & .21 & Purchased Services - Medical
\end{tabular}```

