



MEMORANDUM

Control Number AMS-25-001

Date : January 13, 2025

To : ALL CONCERNED DEPARTMENTS

Re : Strict / Mandatory Compliance for incorporating the names of the IDS – AMS Consultants in the MERX System

It has come to our attention that there have been instances where the names of IDS- AMS Consultants k are not being accurately or promptly updated into the MERX System. This lapse has resulted in operational inefficiencies and communication challenges.

To address his issue, all departments are required to adhere to the following guidelines effective immediately:

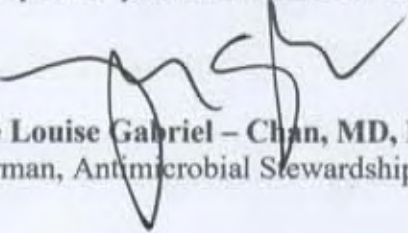
1. Timely Updates: To ensure that the names of all IDS- AMS Consultant on deck are updated in the MERX System within 24 hours of referral.
2. Accuracy : Verify that all information entered in the system are accurate and complete.

Non- compliance with these guidelines will result in disciplinary actions as outlined in the company's policy.

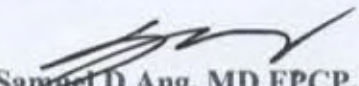
We appreciate your cooperation and commitment to maintaining integrity and efficiency of our systems.

For any questions clarifications, please contact the AMS committee, local 257.

Thank you for your immediate attention to this matter.


Anne Louise Gabriel – Chan, MD, FPCP, FSMID
Chairman, Antimicrobial Stewardship Committee

Noted by;


Samuel D Ang, MD FPCP, FACS
Medical Director 4 JAN 2025

