Supply/ Item Request Process

ROUTINE

1+ month supply of items or on a typical request schedule → Request through normal venues - Infor - Other sources → Received item(s)?

- **Yes** → End
- **No** → Days of supplies remaining?
  - **4+ weeks** → Routinely resubmit requests through normal venues → End

URGENT

2-4 weeks of supplies left → Submit **DAILY** requests through normal venues - Infor - Other sources → Add a comment that the requisition is URGENT and include days supply remaining → Received item(s)?

- **Yes** → End
- **No** → Days of supplies left?

CRITICAL

< 2 weeks of supplies left → DO NOT submit requests in Infor → Send the following to COVID19Items@anthc.org:
- Item and number on hand
- Days supply left
- Manufacturer/catalog # (if known)
- Amount needed and expected days it will last

→ ANMC will attempt to fulfill needed items from all available on-hand stock options → Received item(s)?

- **All** → End
- **Partial** → 2+ weeks of supplies left?
  - **Yes** → End
  - **No** → ANMC to complete:
- **No** → ANMC to complete:

ANMC to complete:
1. CRITICAL request to IHS (Evangelyn.Dotomain@ihs.gov) for items using the ASPR Request Form
2. CRITICAL request to the state (dhsseoc@alaska.gov) using the AK DHSS Supply Request Form

→ ANMC will track status of request

Implement reuse procedures, decrease utilization, make items, change processes, etc.

** Submit via the ANMC Covid Item Request Form or enter information directly in an email.

THO to continue secondary sourcing options

EMERGENT

No Response & Dwindling Supply

< 7 days of supplies left → DO NOT submit requests in Infor → Send an email with high priority and the subject of EMERGENT NEEDS to COVID19Items@anthc.org. Attach the ANMC Covid Item Request Form, and a statement of how much you have left and how long that will last.

→ Call ANMC at 907-268-7675 OR 907-351-5665 and reference the sent email. ANMC will exhaust all available options, and provide possible alternative options as well as recommendations → Received item(s)?

- **Yes** → End
- **No** → Prepare for patient care without items, continue alternative solutions → Coordinate with ANMC until supply/ items are received

ANMC to complete:
1. EMERGENT request to IHS (Evangelyn.Dotomain@ihs.gov) for items using the ASPR Request Form
2. EMERGENT request to the state (dhsseoc@alaska.gov) using the AK DHSS Supply Request Form

→ ANMC will track status of request