

Special Trach Order

How to process Special Trach Orders.

Role: Supply Chain Buyer Staff

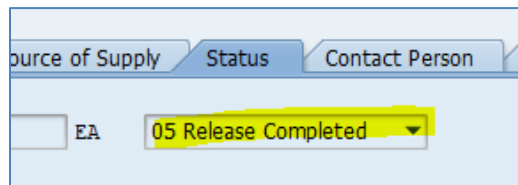
Frequency: As Needed

**There is a pricing file, ask administration for a copy.

**Requests should include the completed trach template indicating desired trach.

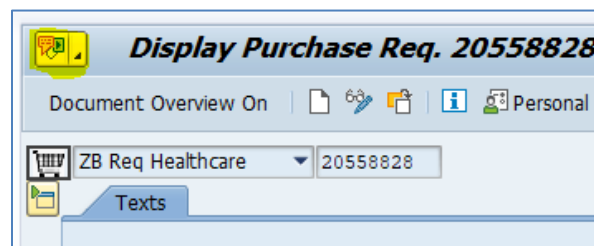
**Template is sometimes included on the email request but should also be attached to the requisition

- Wait for Value Analysis to release the requisition, this is off-formulary
- Go into the requisition to confirm it is released



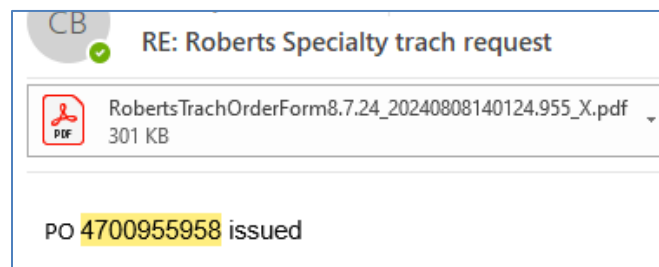
A screenshot of a software interface showing a dropdown menu for requisition status. The menu is open, displaying the option "05 Release Completed" which is highlighted in yellow. Above the dropdown, there are tabs labeled "Source of Supply", "Status", and "Contact Person". To the left of the dropdown, the text "EA" is visible.

- At the top, click the drop-down box and download the attachment.



A screenshot of a software interface titled "Display Purchase Req. 20558828". Below the title, there is a section for "Document Overview On" with icons for document, print, and other functions. Below this, there is a dropdown menu labeled "ZB Req Healthcare" and a text box containing "20558828". At the bottom, there is a tab labeled "Texts".

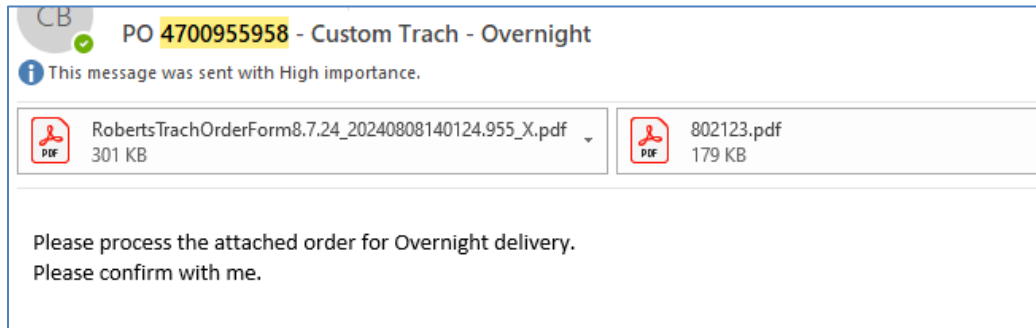
- Create the Purchase Order according to the request and send to yourself
- Reply All to the email chain of the original request with the PO# and PDF copy



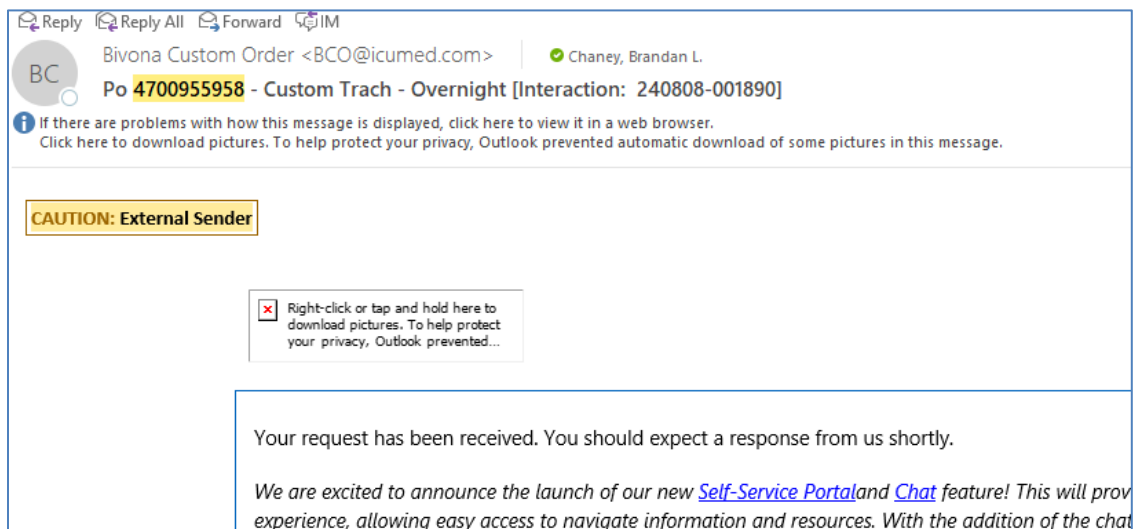
A screenshot of an email message. The header shows "CB" with a green checkmark and the subject "RE: Roberts Specialty trach request". Below the header, there is a PDF attachment named "RobertsTrachOrderForm8.7.24_20240808140124.955_X.pdf" with a size of 301 KB. At the bottom of the email, the text "PO 4700955958 issued" is visible, with the PO number highlighted in yellow.

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- Create a new email to BCO@icumed.com attaching the trach form and the PO along with your request

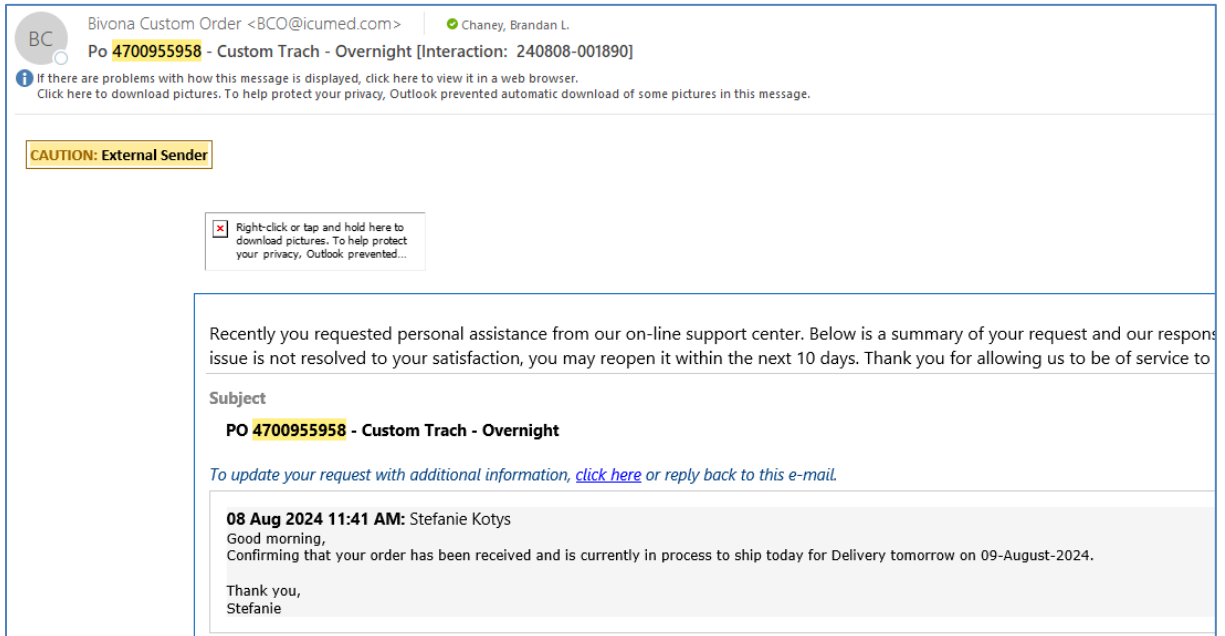


****You should get an email shortly after like the below showing ICU received your email request**



Special Trach Order

****You should then receive an email later on confirming your order was processed**



- Attach the email confirmation to the PO and make note that it is confirmed

****If there were any issues causing the supplier not to process the order, work with the team to resolve**