

## **Out of Hospital Care Provider Policy**

**Title:** Supply Ordering From E.C.M.C. Supply Processing and Distribution (SPD)

**Effective Date:** May 15, 1995

### **POLICY:**

Agencies providing prehospital emergency care who receive medical direction from E.C.M.C. can purchase emergency medical supplies from the Erie County Medical Center.

### **PROCEDURE:**

Any agency desiring to order emergency medical supplies (other than drugs) shall establish an account with the Erie County Medical Center by completing and submitting a credit application (Attachment A). Upon review and approval of the credit application, agencies may order supplies pursuant to the following guidelines.

- I.** All orders shall be submitted on the SPD order forms attached and presented to the SPD office. (Room G-140 ). An original signature must be present on the order form before the order will be processed.
- II.** All orders shall be placed at least one day in advance of the desired pick-up time to allow SPD sufficient time to fill the order.
- III.** Orders that have been filled can be picked up between the hours of 7 am - 5 pm Monday through Friday. Orders shall be picked up from SPD in room G-140. The authorized individual picking up an order for an agency shall report to the order desk in SPD and notify the SPD staff that he/she is picking up an order for an agency. The SPD staff will release the order after having the agency representative sign the order form verifying receipt of the order. The agency representative will be given two copies of the order form; one to present to security prior to leaving E.C.M.C. and a second copy for the agency's records.
- IV.** The Erie County Medical Center will invoice the agency for the supplies received. Payment is due upon receipt of the invoice.

**Erie County Medical Center EMS Agency Credit Application**

**(Please Print)**

**Date of Application:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

**Agency Telephone:** \_\_\_\_\_

**Agency Fax:** \_\_\_\_\_

**Agency Billing Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Name/Responsible Party:** \_\_\_\_\_

## PREHOSPITAL MEDICAL SUPPLY ORDER FORM

Agency Name: \_\_\_\_\_

Date: \_\_\_\_\_

Cost Code 810 (Ambulance/paramedic group)

QUANTITY ORDERED	STOCK #	ITEM/DESCRIPTION	FILLED	B.O.
	10680	3-way stopcock		
	21780	Administration Set – Mini Drip (60 gtts/ml)		
	10004	Airway – Nasopharyngeal (26 Fr)		
	10005	Airway – Nasopharyngeal (28 Fr)		
	10006	Airway – Nasopharyngeal (30 Fr)		
	10007	Airway – Nasopharyngeal (32 Fr)		
	10008	Airway – Nasopharyngeal (34 Fr)		
	10505	Alcohol preps (200 per box)		
	10029	Arm board – small - 9”		
	10027	Arm board – large - 18”		
	10068	Bed pan		
	18050	Betadine ointment (individual use packet)		
	22040	Buretrol Administration Set (60 gtts/ml)		
	15750	Catheter Angio – 14 ga. X 2 ¼”		
	15730	Catheter Angio – 16 ga. X 2 ¼”		
	15735	Catheter Angio – 18 ga. X 1 ¼”		
	15738	Catheter Angio – 20 ga. X 1 ¼”		
	15742	Catheter Angio – 22 ga. X 1”		
	15743	Catheter Angio – 24 ga. X 5/8”		
	10368	Catheter – Butterfly – 19 ga. X 7/8” (12” tubing)		
	10366	Catheter – Butterfly – 21 ga. X ¾” (12” tubing)		
	10364	Catheter – Butterfly – 23 ga. X ¾” (12” tubing)		
	10360	Catheter – Butterfly – 25 ga. X ¾” (12” tubing)		
	69031	Catheter – Intraosseous – 15 ga. (Aspiration needle)		
	69032	Catheter – Intraosseous – 18 ga. (Aspiration needle)		
	17863	Chemstrip – colormetric - (50 per bottle)		
	17860	Cidex sterilizing/disinfecting solution (1 gallon)		
	10418	Defibrillation pads – conductive saline (10 per box)		
	22917	Dextrose 5% Inj. Bag (250 ml)		
	20200	Dextrose 10% Inj. Bag (500 ml)		
	20250	Dextrose 10% Inj. Bag (1000 ml)		
	10053	Emesis basin		
	15671	Endotracheal Tube (uncuffed) 2.0 mm		
	15672	Endotracheal Tube (uncuffed) 2.5 mm		

Received by: \_\_\_\_\_

Filled by: \_\_\_\_\_

Approved by (SPD supervisor): \_\_\_\_\_

Security Control #: \_\_\_\_\_

**White copy – SPD**

**Yellow copy – Security**

**Pink copy – Agency**

## PREHOSPITAL MEDICAL SUPPLY ORDER FORM

Agency Name: \_\_\_\_\_

Date: \_\_\_\_\_

Cost Code 810 (Ambulance/paramedic group)

QUANTITY ORDERED	STOCK #	ITEM/DESCRIPTION	FILLED	B.O.
	15673	Endotracheal Tube (uncuffed) 3.0 mm		
	15674	Endotracheal Tube (uncuffed ) 3.5 mm		
	15675	Endotracheal Tube (uncuffed) 4.0 mm		
	15676	Endotracheal Tube (uncuffed) 4.5 mm		
	15677	Endotracheal Tube (uncuffed) 5.0 mm		
	15678	Endotracheal Tube (uncuffed) 5.5 mm		
	15644	Endotracheal Tube (cuffed) 6.0 mm		
	15025	Endotracheal Tube (cuffed) 6.5 mm		
	15645	Endotracheal Tube (cuffed) 7.0 mm		
	15026	Endotracheal Tube (cuffed) 7.5 mm		
	15646	Endotracheal Tube (cuffed) 8.0 mm		
	15027	Endotracheal Tube (cuffed) 8.5 mm		
	15647	Endotracheal Tube (cuffed) 9.0 mm		
	10245	EKG electrodes – disposable (30 electrodes/pack)		
	10288	Gloves – Latex – Small		
	10298	Gloves – Latex – Medium		
	10299	Gloves – Latex - Large		
	44409	Hand cleaner – Alcare Foamed Alcohol – 9 oz. can		
	714020	Lancet (individually packaged)		
	15779	Luer adapter (100 per box)		
	17371	Luer-Lok Adapter (for hep or saline traps)		
	10656	Nasal cannula - Adult		
	10684	Nasogastric Tube – Salem Sump – 16 Fr		
	14139	Needle – 18 ga. X 1 ½”		
	14200	Needle – 20 ga. X 1 ½”		
	14210	Needle – 22 ga. X 1”		
	14220	Needle – 25 ga X 5/8”		
	10447	Oxygen mask – Adult – Non-rebreather		
	10355	Oxygen Nebulizer		
	10654	Oxygen supply tubing		
	11605	Petrolatum Gauze – 5” X 9”		
	10331	Restraints (Wrist/Ankle)		
	10058	Sharps container – Small (portable)		
	10054	Sharps container - Large		

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## PREHOSPITAL MEDICAL SUPPLY ORDER FORM

Agency Name: \_\_\_\_\_

Date: \_\_\_\_\_

Cost Code 810 (Ambulance/paramedic group)

QUANTITY ORDERED	STOCK #	ITEM/DESCRIPTION	FILLED	B.O.
	20901	Sodium Chloride (NaCl) 0.9% Inj. Bag (500 ml)		
	20960	Sodium Chloride (NaCl) 0.9% Inj. Bag (1000 ml)		
	18071	Sodium Chloride for injection (10 ml vial)		
	24305	Sodium Chloride for injection (30 ml vial)		
	20650	Sterile water for irrigation (500 ml bottle)		
	69033	Stylet – Pediatric		
	69015	Stylet – Adult (10 Fr)		
	18102	Sterile water for injection (10 ml vial)		
	20700	Sterile water for irrigation (1000 ml bottle)		
	10672	Suction catheter – 10 Fr		
	10670	Suction catheter – 14 Fr		
	17990	Surgilube (individual use packet)		
	13190	Syringe (without needle) – 12 cc		
	13202	Syringe (without needle) – 35 cc		
	13205	Syringe (without needle) – 60 cc		
	13175	Syringe (with needle) – 1 cc – 25 ga. X 5/8” [TB]		
	13184	Syringe (with needle) – 3 cc – 20 ga. X 1 1/2”		
	13180	Syringe (with needle) – 3 cc – 22 ga. X 1”		
	13182	Syringe (with needle) – 3cc – 25 ga. X 5/8”		
	13186	Syringe (with needle) – 6cc – 20 ga. X 1 1/2”		
	13195	Syringe (with needle) – 12 cc – 20 ga. X 1 1/2”		
	11105	Tape – Cloth – 1/2”		
	11107	Tape – Cloth – 1 1/2”		
	11109	Tape – Cloth – 3” X 10 yds.		
	11175	Tape – Transpore – 1” X 10 yds.		
	004153 [BULK]	Test strips for Accu-check Glucometer (50/bottle)		
	10101	Tourniquet		
	10720	Urinal		
	701730	Vacutainer Holder		
	701725	Vacutainer Needle – 21 ga. X 1 1/2” (100 per box)		
	701723	Vacutainer Tube (Blue Top) – 2.7 ml		
	701705	Vacutainer Tube (Blue Top) – 4.5 ml		
	701702	Vacutainer Tube (Lavender Top) - 5 ml		

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Date: \_\_\_\_\_

Cost Code 810 (Ambulance/paramedic group)

QUANTITY ORDERED	STOCK #	ITEM/DESCRIPTION	FILLED	B.O.
	701715	Vacutainer Tube (Lavender Top) – 10 ml		
	701701	Vacutainer Tube (Red Top) – 7 ml		
	701700	Vacutainer Tube (Red Top) – 10 ml		
	701710	Vacutainer Tube (Yellow Top) – 4 ml		
	44060	Ziplock plastic bags – 6” X 8”		
	44065	Ziplock plastic bags – 8” X 10”		

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