

## VENDOR ORDERING PROCEEDURE

**BYRAM SUPPLIES/BAG STOCK ITEMS: 800-248-4546**

**\*\*\*You can reach a Byram representative on Saturdays from 11am-3pm\*\*\***

If ordering for a patient for the first time, Byram needs ALL of the following information:

Patient name

Medical record number

Address

Phone number

Team (East or West)

MVH's account number, which is 7537 (and is found on the Byram formulary sheet).

Supplies that need to be ordered, include quantity. **\*Any items that are not on our formulary or exceed the allotted amount that we can order within a 2 week period, will go to a manager for approval.\*** If you look at the formulary, there is a number to the left of the item, that is the maximum amount of that particular supply that may be ordered in a 2 week period.

### **BAG STOCK ORDERING:**

**You have a bag stock list of items, please do not order outside of that list.**

Tell Rep that you are a nurse at MVH and are ordering bag stock items that you used on a patient.

Give patients name (they charge items to patients account). If the patient is a new patient, you will have to give them all of the above information as well. Please make sure that you give them your name as well and state that the items are to go to the Lawrence office. The supplies come to me, and I will notify you via email that they have arrived and are in my cubicle.

### **FYI Info:**

1cc syringes and Huber needles get ordered through Byram and not LTPS, there has been some confusion about this.

Some patients come onto our service with complex wounds. Hospice is care and comfort, we are not "treating" to heal wounds. If you have a new patient that has a complex wound with extensive dressing requirements, please feel free to request a wound consult with Melissa Campbell. She will happily assess the wound and order the most appropriate treatment for the wound while keeping in mind that this is a hospice patient.

**We do not cover:** Chux, thick-It, booties, soaps, lotions, diapers, Calmoseptine (with the exception for MVH patients that reside in facilities), A&D is our preferred product, no silver products. If you have any questions regarding certain items, please feel free to call me or your Manager.

**HOME CARE SPECIALISTS: 978-373-7771**

**Hospital Beds:** Beds can be ordered with half rails or full rails. HCS does not offer 2 half rails, this has come up quite a few time recently.

When ordering Broda chairs: We need to order Broda Midline chairs, no Broda Peddle chairs. If facility patients have Broda chairs, it is imperative that HCS gets them back after the patient expires as they are \$2792.90, and we will get billed for the chair if unreturned. Please be aware that we rent DME for our patients. If you patient is currently NOT using a particular item due to decline, please call HCS and have them pick it up.

Purchase items: egg crate mattress toppers, gel cushions, wedge cushions. ALL require PA as they are pricey items.

**We do not order any portable oxygen concentrators. If you have any questions regarding DME, please feel free to give me a call.**

**CORAM: 888-334-7978**

Enteral feeding/supplies

Our Rep: Chantel Pauly

Coram requires **ALL** of the following documentation to be faxed prior to sending out supplies:

Signed MD prescription, Clinical Documentation, patient demographics, insurance information (Hospice, to be billed to MVH). Fax to: 800-693-7322