



## Policy 627

### Procedures for Ordering HemoCue Supplies

May 24, 2023

#### POLICY

Local agencies may order HemoCue supplies through the state purchasing program.

#### PURPOSE

To provide procedures for ordering HemoCue supplies through the state purchasing program.

#### RELEVANT REGULATIONS

§246.7 ¶(e)(1)(ii)(B)—Hematological test for anemia

#### OREGON WIC PPM REFERENCES

- ◆ [626—Hemoglobin and Hematocrit Screening in WIC](#)

#### DEFINITIONS

**BAST Administrative Specialist:** State Agency staff assigned to handle state purchasing processes.

**12-volt power supply adapter:** Plug-in cord for the HemoCue Hb 301 Analyzer.

**HemoCue Cleaner:** Pre-moistened sponge intended for cleaning the cover and inside of the optronic unit for the HemoCue Hb 301 Analyzer and other models.

**HemoCue Hb 301 Travel Carrying Case:** The hard-shell carrying case for the HemoCue Hb 301 Analyzer with NO interior fitting.

**Single Interior Fitting for Travel Carrying Case:** Foam insert that fits inside the case and accommodates 1 HemoCue Hb 301 analyzer.

**Double Interior Fitting for Travel Carrying Case:** Foam insert that fits inside the case and accommodates 2 HemoCue Hb 301 analyzers.

**HemoCue Hb 301 Analyzer:** A factory calibrated photometer used to test for low hemoglobin in human blood.

**Microcuvette Hb 301:** A single-use specimen collection device that is specifically designed to work with the HemoCue Hb 301 Analyzer. It provides an analysis and digital reading of the amount of hemoglobin present in the human blood sample collected.

#### PROCEDURE

##### Local agency staff contact

- 1.0 Each local agency shall designate one staff member as the HemoCue Contact for the agency. This individual is the primary contact person for overseeing the inventory of HemoCue supplies, the ordering of new supplies and complying with state requirements.

## Types of supplies

2.0 HemoCue supplies available through the state purchasing program include:

- HemoCue Hb 301 Analyzer
- 12-volt power supply adapter
- Hb 301 Microcuvettes
- HemoCue Cleaners
- HemoCue Hb 301 Travel Carrying Case with choice of 2 foam inserts

## WIC Nutrition Services Administration (NSA) grant

3.0 The local WIC NSA grant is used to purchase the appropriate child and adult lancets for hemoglobin tests, wipes or other hematological supplies.

## Ordering process

4.0 Local agencies order HemoCue supplies through a centralized process initiated by the state agency.

- 4.1. HemoCue supply orders are processed three times per year (January, May and September) for delivery the following month. Orders will not be placed outside of this schedule.
- 4.2. The state agency Business & Administration Services Team (BAST) Administrative Specialist emails the HemoCue order form to the local agency HemoCue Contact two weeks before the due date.
- 4.3. The local agency HemoCue Contact reviews the agency's inventory of supplies and determines the amount of stock needed. The quantity on hand should not exceed a 4-6 month supply.
- 4.4. The local agency HemoCue Contact completes the order form and submits it to the state agency before the deadline.
- 4.5. Local agencies will receive the HemoCue supplies within thirty days from the date the order is placed by the state agency.
- 4.6. HemoCue supplies will be shipped directly to the local agency.
  - 4.6.1. Orders may be placed for each permanent clinic site. Complete a separate order form, including an accurate shipping address and staff contact, for each site.
- 4.7. The state agency does not keep an inventory of HemoCue supplies on hand.

## Receiving orders

5.0 When the HemoCue order is received, two actions are required by the HemoCue Contact **within 7 days**:

- Inspect order for damage and ensure that the correct type and quantity of items have been received. If the order is damaged or incorrect, notify the BAST Administrative Specialist right away for instructions on how to proceed.

- FAX or email the packing slip to the BAST Administrative Specialist. This notification is essential for the billing process.
- 5.1. If supplies are received by a central receiving department, notify them of these requirements.

**Rotating stock**

- 6.0 When the new boxes of microcuvettes arrive, rotate the stock so that staff use the oldest supplies first.

**Repair and Maintenance**

- 7.0 The HemoCue Hb 301 Analyzer is warranted against defects in material and workmanship for 36 months from the date of delivery.
- 7.1. The warranty excludes maintenance or repairs required because of negligence, abuse, alterations, improper use, or the use of unapproved parts.
- 7.2. If repair and maintenance is needed, contact the BAST Administrative Specialist. A determination will be made as to whether repair or replacement is best, and how to proceed.

**Fiscal management**

- 8.0 Charge all costs for the management of HemoCue supplies to the local WIC NSA grant. Management costs may include:
- Staff time for ordering supplies and managing inventory.
  - Space to store supplies.

**If you need this in large print or an alternate format, please call 971-673-0040.**

**This institution is an equal opportunity provider.**

**POLICY HISTORY**

<b>Date</b>	<b>* Major Revision, Minor revision</b>
June 25, 2010	Released
Oct. 1, 2019	Major revision
May 24, 2023	Minor revision

The date located at the top of the policy is the implementation date unless an “effective date” is noted on the policy. Policies will become compliance findings 6 months from the implementation date.

Release notes can be found in the corresponding document on the [Policy and Procedure Manual page](#).

**\*Major Revisions:** Significant content changes made to policy.

**Minor Revisions:** Minor edits, grammatical updates, clarifications, and/or formatting changes have occurred.

**Date of Origin:** Date policy was initially released