

Administration



Arlington Clinic



Edmonds Clinic



Everett-Central Clinic



Everett-College Clinic



Everett-North Clinic



Everett-South Clinic



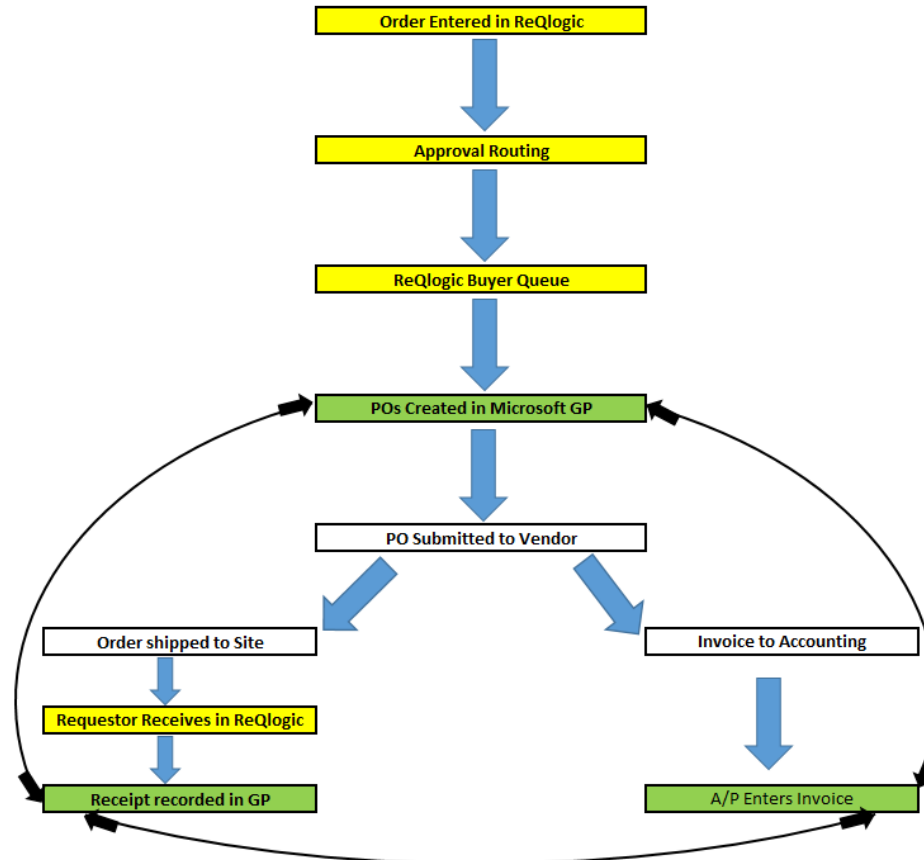
Lynnwood Clinic



Purchasing Department

- Staff of 2 – Purchasing Manager & Purchasing Assistant.
- Centralized Purchasing – all orders route through Purchasing Department.
- No central warehouse.
- Use Microsoft GP and ReQlogic
- Volumes:
 - 300 purchase orders/month
 - 1900 PO lines/month

Order Workflow



26721



Status
Routing

PO Nbr

Total Amount
2,899.84

Requisition Title
EvN Dental Order 4/23/2019

Vendor

Requester
MHUTCHINSON
Malissa Hutchinson

Date
4/23/2019

Append to PO

Company
CHC
CHC of Snohomish County

Routing Policy
DENTAL
CHC Dental Routing Policy

Private

Notes

General notes

Attachments

Summary	Details	Receipt	Quotes	Routing	Status
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40 item(s)

Nbr	Status	Item Id	Description	Vendor	Ship to	GL Acct	Par/Max	Price	Quantity	Total for Item
1	RT	10189	HVE Dual Evacuator Tips (Pk/50)	000013	10200	00-10-200-7020-00	5/15	1.03	8	8.24
2	RT	10101	Saliva Ejector Bag/100	000393	10200	00-10-200-7020-00	5/15	2.29	6	13.74
3	RT	10111	Surgical Aspirator Tips	000393	10200	00-10-200-7020-00	4/10	9.47	6	56.82
4	RT	11272	Prophy Angle w/Latex Free Soft Cup, Box/200	000393	10200	00-10-200-7020-00	1/3	120.07	1	120.07
5	RT	10083	Irrigating Solution Sterile Saline	000393	10200	00-10-200-7020-00		2.06	2	4.12
6	RT	10114	Monoject Surgical Syringe	000393	10200	00-10-200-7020-00	1/3	21.98	1	21.98
7	RT	10092	Needles 27Ga Long Yellow Quala	000013	10200	00-10-200-7020-00	1/2	12.02	1	12.02
8	RT	10091	Needles 30Ga Short Blue Quala 100/Pkg	000013	10200	00-10-200-7020-00	2/6	12.02	1	12.02
9	RT	10090	Needle Shields 500/Pkg	000393	10200	00-10-200-7020-00	0/2	62.72	1	62.72
10	RT	10523	Fuji II LC Capsules A2 48/Bx	000393	10200	00-10-200-7020-00	.25/2	245.68	1	245.68
11	RT	10050	Enhance Finishing Point Refill (40)	000393	10200	00-10-200-7020-00	5/10	88.08	3	264.24
12	RT	11356	Filtek Supreme Ultra Universal Restorative A3B 20/Btl	000393	10200	00-10-200-7020-00	1/4	109.01	1	109.01

Buyer Review and Selection

Filter Criteria 🔍

Wildcard character is (%)

Requester: <input type="text"/>	Validation: <input type="text" value="ALL"/>	Required by: <input type="text"/>	Company: <input type="text"/>	Status: <input type="text" value="Approved"/>	Append to PO: <input type="text" value="ALL"/>
Vendor: <input type="text" value="000393"/>	Department Id: <input type="text"/>	Purchase type: <input type="text"/>	Select for PO: <input type="text"/>	User 01: <input type="text"/>	
Project: <input type="text"/>	Item Id: <input type="text"/>	Item type: <input type="text" value="ALL"/>	PO Nbr: <input type="text"/>	RFQ: <input type="text" value="No"/>	User 05: <input type="text"/>
Requisition Number: <input type="text" value="26671"/>	Description: <input type="text"/>	Buyer: <input type="text" value="dwhite"/>			

Total Amount: **1,992.66**

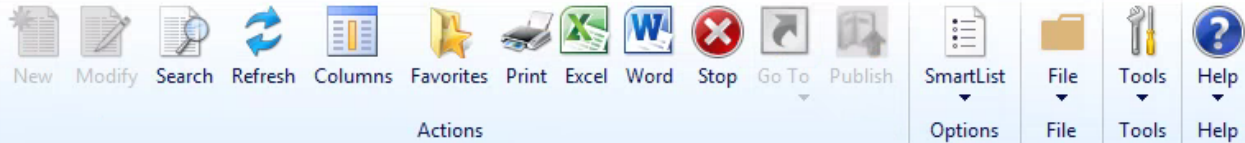
Terms: Ship Via: FOB Point:

One site per PO Generate one PO per vendor

Doc Nbr: 26671 Requester: MHUTCHINSON Status: ◆ Approved Requisition Title: EvN Dental Order 4/16/2019 Total Amount: 2,715.97

Notes: [General notes](#) / [Notes to buyer](#) / [Notes to vendor](#) Attachments

Nbr	Valid	Qty Avail	Status	ItemID	Description	Vendor	Site ID	GL Account	Append	Price	Quantity	Total	Notes	Attachments	Select for PO	Assign
1	✓		◆ AP	10029	Chair Covers Long Box/225	000393	10200	00-10-200-7020-00		23.37	4	93.48	G V B		✓	☐
2	✓		◆ AP	11019	Gloves Dental Nitrile Elastex 2 Small Box/200	000393	10200	00-10-200-7020-00		10.63	20	212.60	G V B		✓	☐
3	✓		◆ AP	11221	COLGATE Floss Waxed Mint Box/72	000393	10200	00-10-200-7020-00		24.49	4	97.96	G V B		✓	☐
5	✓		◆ AP	10101	Saliva Ejector Bag/100	000393	10200	00-10-200-7020-00		2.29	4	9.16	G V B		✓	☐
6	✓		◆ AP	10791	Air Water Syringe Sleeves 2.5 x 10	000393	10200	00-10-200-7020-00		16.58	2	33.16	G V B		✓	☐
7	✓	722	◆ AP	10475	HelipLUG Wound Dressing, 10/Box	000393	10200	00-10-200-7020-00		99.99	1	99.99	G V B		✓	☐
8	✓		◆ AP	10083	Irrigating Solution Sterile Saline	000393	10200	00-10-200-7020-00		2.06	4	8.24	G V B		✓	☐
9	✓		◆ AP	10050	Enhance Finishing Point Refill (40)	000393	10200	00-10-200-7020-00		88.08	3	264.24	G V B		✓	☐
11	✓		◆ AP	10032	Composite Polishing Paste	000393	10200	00-10-200-7020-00		31.56	2	63.12	G V B		✓	☐
13	✓		◆ AP	10023	Bibs Patient; Dri-Guard 500/Bx	000393	10200	00-10-200-7020-00		19.16	1	19.16	G V B		✓	☐



> Purchase Orders - New POs

PO Number	Vendor Name	Vendor ID	PO Status	Document Date	Remaining S...	Hold	Comment ID	Buyer ID
PO30465	Minuteman Press	000025	New	4/25/2019	\$154.70	Yes	EMAILED	dwhite
PO30490	HENRY SCHEIN, INC.	000393	New	5/1/2019	\$316.80	No	EMAILED	JOHRENSCHALL
PO30491	HENRY SCHEIN, INC.	000393	New	5/1/2019	\$97.96	No	EMAILED	JOHRENSCHALL
PO30497	McKesson Medical-Surgical	001767	New	5/1/2019	\$82.32	No	ORDERED ONLINE	JOHRENSCHALL
PO30498	McKesson Medical-Surgical	001767	New	5/1/2019	\$117.60	No	ORDERED ONLINE	JOHRENSCHALL
PO30499	McKesson Medical-Surgical	001767	New	5/1/2019	\$88.20	No	ORDERED ONLINE	JOHRENSCHALL
PO30500	McKesson Medical-Surgical	001767	New	5/1/2019	\$65.59	No	ORDERED ONLINE	JOHRENSCHALL
PO30501	ULTRADENT PRODUCTS, INC.	000310	New	5/1/2019	\$361.71	No	ORDERED ONLINE	JOHRENSCHALL
PO30502	ULTRADENT PRODUCTS, INC.	000310	New	5/1/2019	\$303.26	No	ORDERED ONLINE	JOHRENSCHALL
PO30503	ULTRADENT PRODUCTS, INC.	000310	New	5/1/2019	\$151.63	No	ORDERED ONLINE	JOHRENSCHALL
PO30504	AMERISOURCE BERGEN	000094	New	5/1/2019	\$1.23	No	ORDERED ONLINE	JOHRENSCHALL
PO30505	Dentsply Tulsa Dental	001787	New	5/1/2019	\$273.00	No	PHONED IN ORDER	JOHRENSCHALL
PO30506	BURKHART	000013	New	5/1/2019	\$214.84	No		JOHRENSCHALL
PO30507	BURKHART	000013	New	5/1/2019	\$258.96	No		JOHRENSCHALL
PO30508	BURKHART	000013	New	5/1/2019	\$724.22	No		JOHRENSCHALL
PO30509	BURKHART	000013	New	5/1/2019	\$220.72	No		JOHRENSCHALL
PO30510	KOMET USA	001708	New	5/1/2019	\$141.60	No		JOHRENSCHALL
PO30511	Global Industrial, Inc	002090	New	5/1/2019	\$72.62	No		JOHRENSCHALL

18 Purchase Orders

Completed

First 1000 records where PO Status is equal to New and Document Status is equal to Open.



Receiving

Requester:
 Site Id:
 Vendor:
 Auto print receipt

Doc Nbr:
 PO Nbr:

 Receipt Date:

Doc Nbr	Line Nbr	PO Nbr	Vendor	Requester	Item Id	Vendor part#	Description	Site Id	Price	Unit	Qty Requested	Qty Remaining	Last Rcpt Date	Notes	Attachments	Qty Received
26631	2	PO30354	000393	OSTROK	10866	1238712	Clindamycin 150mg Capsules Pk/100	70200	10.89	Each	1	1		G V B	Upload	<input type="text"/>
26631	3	PO30354	000393	OSTROK	10849	2422294	Pressure Indicator Paste Remover 4 oz	70200	11.54	Each	1	1		G V B	Upload	<input type="text"/>
26631	4	PO30354	000393	OSTROK	11243	1239496	SybronEndo K-files size 10/25mm, box/6	70200	13.53	Box	3	3		G V B	Upload	<input type="text"/>
26631	5	PO30354	000393	OSTROK	11244	1239739	SybronEndo K-files size 15/25mm, box/6	70200	13.53	Box	3	3		G V B	Upload	<input type="text"/>
26631	6	PO30354	000393	OSTROK	11338	9457975	Optragate 3D Lip/Cheek Retractor, Adult Box/80	70200	103.48	Box	1	1		G V B	Upload	<input type="text"/>
26631	9	PO30354	000393	OSTROK	10108	3121228	Steri Pouch Assure 3.5 x 10 Box/200	70200	15.430	Box	5	5		G V B	Upload	<input type="text"/>
26631	10	PO30354	000393	OSTROK	11018	1127023	Gloves Dental Nitrile Elastex 2 Extra Small Box/200	70200	10.63	Box	10	10		G V B	Upload	<input type="text"/>
26631	11	PO30354	000393	OSTROK	10023	1009276	Bibs Patient: Dri-Guard 500/Bx	70200	19.160	Box	1	1		G V	Unload	<input type="text"/>

Inventory Management

- Inventory Control Team
 - Members: Purchasing, MA Leads, DA Leads, COO, CDO.
- Goals
 - Standardize Item List.
 - Create Standard Inventory Procedures.
 - Establish Par Levels.

Item List

- Created item categories.
- Removed duplicates & obsolete items.
- Brought in items for trial.
- No longer allow misc items on supply orders.
- Created policy/procedure for adding items to approved list.
- Approved item list posted on intranet.

Standard Procedures

- Create central storage area at each location.
- Created labeling system for shelves.
- Set PAR levels.
- Wrote policies/procedures for inventory maintenance.
- Quarterly meetings, reports.

Par Level Audit

Everett-South Medical Supplies

FY19 3rd Quarter

Item Number	Item Description	Total Spent	Par/Max	Quantity on Hand	Annual Orders	Average 30 Day Supply	Recommended Par/Max
30109	A1c for Dca Vantage Box/10	\$ 3,638.25	10/20	17	216	18.0	
30868	Alere iCup Dx 14 Drug Screen Box/25 (order 1 control per lot/shipment #30869)	\$ 2,997.24	1/2	1.5	39	3.3	2/4
30704	Consult Influenza A&B Test Box/25 (controls incl)	\$ 1,082.79	1/2	1.5	6	0.5	
30869	Controls for Alere iCup DX 14 Drug Screen Pos/Neg 10ml	\$ 591.69	1/2	1	30	2.5	1/3
30179	H Pylori Quickvue Test Box/10 (controls incl)	\$ 559.35	2/4	2.5	19	1.6	
30308	Glove Exam Nitrile Medium Powder Free Box/100	\$ 514.80	20/40	20	349	29.1	
30110	Test Kit, Preg HCG Urine, OneStep Bx/25	\$ 476.28	3/6	5	41	3.4	
30681	Hemocue HB201 Microcuvettes Box/200. (4 tubes of 50)	\$ 444.00	5/2	0.75	5	0.4	
30309	Glove Exam Nitrile Small Powder Free Box/100	\$ 421.20	15/30	16	342	28.5	
30093	Speculum Vaginal Disposable Medium Box/24	\$ 319.44	2/4	3	35	2.9	
30060	Lancet Tenderfoot Pku Box/50	\$ 302.06	1/2	2	6	0.5	
30074	Table Paper 21" Smooth Case/12	\$ 294.12	2/4	3.5	40	3.3	
30158	Syringe/Needle 3CC 25gx5/8" Vanishpoint Box/100	\$ 232.48	2/4	4	30	2.5	
30975	Alco-Screen Saliva Alcohol Test, Box/24	\$ 232.20	#N/A		10	0.8	1/2
30443	Glove Exam Nitrile Large Powder Free Box/100	\$ 222.30	10/20	10	140	11.7	
30092	Speculum Vaginal Disposable Small Box/24	\$ 219.50	1/2	2	22	1.8	
30261	Dermabond Mini Skin Adhesive .25ml	\$ 196.68	1/2	6	31	2.6	2/4
30003	Prep Pad Alcohol Large Box/200	\$ 191.40	5/10	10	236	19.7	10/20
30436	Paper Mask Child	\$ 186.34	3/6	6	51	4.3	
30021	Bandage Adhesive Oval Coverlet Box/100	\$ 185.90	10/15	11	181	15.1	
Top 20 Total:		\$ 13,308.02					
Grand Total:		\$ 18,963.27					
Total Lines Ordered:		156					

Medical Inventory Control Team [Ⓞ]

Documents

[+](#) new document or drag files here

✓ Name

▾ Topic : **Annual Inventory Reports** (10)

▾ Topic : **Item Updates** (1)

▾ Topic : **PAR Level Audits** (114)

▾ Topic : **Supplies per Encounter Reports** (4)

▾ Topic : **Team Documents** (1)

Meetings

[+](#) new document or drag files here

✓ Name

▾ Meeting Year : **2019** (3)

▾ Meeting Year : **2018** (4)

▾ Meeting Year : **2017** (5)

▾ Meeting Year : **2016** (11)

▾ Meeting Year : **2015** (2)

Team Chair

Deanna White

Team Members

Cesar Hernandez

Danielle Maik

Deanna White

Fiona Bayman

Heather Ryan

Janice Ohrenschall

Joe Vessey

Joemar Dalere

Kaoseng Thao

Khristy Spaeth

Lisa Miller

Lydia Alexander

Maria Rauch

Rafael Ventura

Ramonita Santiago

Rebecca San Nicolas

Sara Chain

Tove Skaftun

Trista Monahan

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