



**POLICY:** Local programs 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

**APPENDICES:** Appendix A HemoCue Supply Order Form

**DEFINITIONS:** *BAST Administrative Specialist* State WIC program staff assigned to handle state purchasing processes.

*HemoCue Hb 201+ Photometer/Analyzer* The machine used to measure hemoglobin levels in blood.

*Microcuvette Hb 201* Specimen collection device specifically designed to work with the HemoCue Hb 201+ Photometer/Analyzer.

*HemoCue Hb 201+ Carrying Case* The hard shell carrying case for the HemoCue Hb 201+ Photometer/Analyzer.

*HemoCue Cleaner* Pre-moistened sponge intended for cleaning the cover of the optronic unit for the HemoCue Photometer/Analyzer.

*Hb6 volt power supply* Plug-in cord.

**PROCEDURE:**

1.0 Local programs shall designate one person as the contact for HemoCue supply ordering.

*Types of supplies* 2.0 HemoCue supplies available through the state purchasing program include:

- HemoCue Hb 201+ Photometer/Analyzer
- Microcuvettes Hb201

**PROCEDURES FOR HEMOCUE SUPPLIES, *cont.***

- HemoCue Cleaners
- HemoCue Hb 201+ Carrying Case
- Hb6 volt power supply

- WIC NSA grant*** 3.0 Local programs shall purchase other hematological supplies by using the local WIC NSA grant.
- Ordering process*** 4.0 Local programs will order HemoCue supplies through a centralized ordering process at the state WIC office.
- 4.1 HemoCue supply orders will be processed quarterly (March 15<sup>th</sup>, June 15<sup>th</sup>, September 15<sup>th</sup>, December 15<sup>th</sup>).
- 4.2 Send your “*HemoCue Supply Order Form*” to the state WIC office no later than the **first** of the month the order will placed (see Appendix A).
- 4.2.1 Local programs may order supplies by faxing the “*HemoCue Supply Order Form*” to the BAST Administrative Specialist at 971-673-0071.
- 4.3 Local programs shall receive the HemoCue supplies within thirty days from placement of the quarterly order by the state WIC program.
- 4.4 HemoCue supplies will be shipped directly to the local program/clinic.
- Each permanent clinic site may place separate orders.
  - Provide an accurate shipping address on each order form.
  - The state WIC program **will not** maintain an inventory of HemoCue supplies.
- 4.5 Upon receipt of the HemoCue supplies:
- 4.5.1 Supplies **must** be inspected within **seven working days** of receipt. If supplies are received by a central receiving department, notify them of this requirement.
- 4.5.2 Inspect supplies for:
- Correct order and quantity.
  - Damaged supplies.
- 4.5.3 Notify the BAST Administrative Specialist of receipt of HemoCue supplies by faxing the packing slip to 971-673-0071.
- 4.5.4 If damaged goods are received, contact the BAST Administrative Specialist at 971-673-0039.
- Required inspection within seven working days*
- Fax packing slip*
- Damaged supplies*

**PROCEDURES FOR HEMOCUE SUPPLIES, cont.**

*Incorrect shipment*

4.5.5 If an incorrect number of goods are received, contact the BAST Administrative Specialist at 971-673-0039.

***Repair and maintenance***

5.0 Maintenance and repair services for the HemoCue 201+ Photometer/Analyzer will be provided by HemoCue.

5.1 Repair and maintenance will be provided up to \$250.00 per incident for any machine.

5.2 For repair and maintenance, contact the BAST Administrative Specialist at 971-673-0039.

5.3 HemoCue is responsible for paying all shipping costs for repair and maintenance.

***Management costs***

6.0 Charge all costs for management of ordering HemoCue supplies to the local WIC NSA grant. Management costs may include:

- Staff time for ordering.
- Space to store supplies. ★

**If you need this in large print or an alternate format,  
please call (971) 673-0040.  
WIC is an equal opportunity program and employer.**

**PROCEDURES FOR HEMOCUE SUPPLIES, *cont.***

**Appendix A**



**HemoCue Supply Order Form**

County and clinic: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address for contact person: \_\_\_\_\_

Shipping address: \_\_\_\_\_

Special shipping requirements: \_\_\_\_\_

**Instructions**

- ▶ **Submit one order form for each clinic ordering supplies.**
- ▶ **Indicate the number of boxes of microcuvettes/supplies you want to order.**
- ▶ **If you do not need to order any supplies, please write “0” in the “Quantity” column.**

Product	Quantity
Microcuvettes: Hb 201 Box of 200 (4 vials of 50)	Boxes
Microcuvettes: Hb 201 Individually packaged, box of 100 (4 boxes of 25)	Boxes
HemoCue Cleaners Box of 5 individually wrapped cleaners	Boxes
HemoCue Hb201+ Carrying case	Each
Hb6 volt power supply	Each
HemoCue Hb 201+ Photometer/Analyzer	Each

**Please fax your order to the BAST Administrative Specialist at (971) 673-0071.**

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FOR STATE USE ONLY

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

Approved: \_\_\_\_\_

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