Supply/ Item Request Process

**Routine**
- 1+ month supply of items on or on a typical request schedule
- Request through normal venues: Infor, Other sources
- Received item(s)?
  - Yes: End
  - No: Days of supplies remaining?
    - 4+ weeks: Routinely resubmit requests through normal venues
    - < 4 weeks: Submit DAILY requests through normal venues - Infor, Other sources
      - Add a comment that the requisition is URGENT and include days supply remaining
      - Received item(s)?
        - Yes: End
        - No: Days of supplies left?
          - < 1 week: DO NOT submit requests in Infor
          - ≥ 1 week: Submit DAILY requests through normal venues - Infor, Other sources
            - Add a comment that the requisition is CRITICAL and include days supply remaining
            - Received item(s)?
              - Yes: End
              - No: Days of supplies left?
                - < 2 weeks: DO NOT submit requests in Infor
                - ≥ 2 weeks: Submit DAILY requests through normal venues - Infor, Other sources
                  - Add a comment that the requisition is EMERGENT and include days supply remaining
                  - Received item(s)?
                    - Yes: End
                    - No: Days of supplies left?
                      - < 7 days of supplies left?
                        - DO NOT submit requests in Infor
                        - Send an email with high priority and the subject of EMERGENT NEEDS to COVID19items@anthc.org. Attach the ANMC Covid Item Request Form and a statement of how much you have left and how long that will last.
                        - ANMC will track status of request
                        - Call ANMC at 907-268-7675 OR 907-351-5665 and reference the sent email. ANMC will attempt to fulfill needed items from all available on-hand stock options.
                        - Partial: THO to continue secondary sourcing options
                        - All: ANMC to complete: 1. CRITICAL request to IHS (Evangelyn.Dotomain@ihs.gov) for items using the ASPR Request Form 2. CRITICAL request to the state (dhsseoc@alaska.gov) using the AK DHSS Supply Request Form
                      - ≥ 2 weeks: DO NOT submit requests in Infor
                      - Send an email with high priority and the subject of EMERGENT NEEDS to COVID19items@anthc.org. Attach the ANMC Covid Item Request Form and a statement of how much you have left and how long that will last.
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**Urgent**
- 2-4 weeks of supplies left
- Submit DAILY requests through normal venues - Infor, Other sources
- Add a comment that the requisition is URGENT and include days supply remaining
- Received item(s)?
  - Yes: End
  - No: Days of supplies left?
    - < 1 week: DO NOT submit requests in Infor
    - ≥ 1 week: Submit DAILY requests through normal venues - Infor, Other sources
      - Add a comment that the requisition is CRITICAL and include days supply remaining
      - Received item(s)?
        - Yes: End
        - No: Days of supplies left?
          - < 2 weeks of supplies left?
            - DO NOT submit requests in Infor
            - Send the following to COVID19items@anthc.org: - Item and number on hand - Days supply left - Manufacturer/Catalog # (if known) - Amount needed and expected days it will last
            - **Submit via the ANMC Covid Item Request Form or enter information directly in an email.**
            - ANMC will attempt to fulfill needed items from all available on-hand stock options.
            - Partial: THO to continue secondary sourcing options
            - All: ANMC to complete: 1. CRITICAL request to IHS (Evangelyn.Dotomain@ihs.gov) for items using the ASPR Request Form 2. CRITICAL request to the state (dhsseoc@alaska.gov) using the AK DHSS Supply Request Form
          - ≥ 2 weeks of supplies left?
            - DO NOT submit requests in Infor
            - Send the following to COVID19items@anthc.org: - Item and number on hand - Days supply left - Manufacturer/Catalog # (if known) - Amount needed and expected days it will last
            - **Submit via the ANMC Covid Item Request Form or enter information directly in an email.**
            - ANMC will attempt to fulfill needed items from all available on-hand stock options.
            - Partial: THO to continue secondary sourcing options
            - All: ANMC to complete: 1. CRITICAL request to IHS (Evangelyn.Dotomain@ihs.gov) for items using the ASPR Request Form 2. CRITICAL request to the state (dhsseoc@alaska.gov) using the AK DHSS Supply Request Form

**Critical**
- < 2 weeks of supplies left
- Implement reuse procedures, decrease utilization, make items, change processes, etc.
- DO NOT submit requests in Infor
- Send the following to COVID19items@anthc.org: - Item and number on hand - Days supply left - Manufacturer/Catalog # (if known) - Amount needed and expected days it will last
- **Submit via the ANMC Covid Item Request Form or enter information directly in an email.**
- ANMC will attempt to fulfill needed items from all available on-hand stock options.
- Partial: THO to continue secondary sourcing options
- ANMC will track status of request

**Emergent**
- < 7 days of supplies left
- DO NOT submit requests in Infor
- Send an email with high priority and the subject of EMERGENT NEEDS to COVID19items@anthc.org. Attach the ANMC Covid Item Request Form and a statement of how much you have left and how long that will last.
- ANMC will track status of request
- Call ANMC at 907-268-7675 OR 907-351-5665 and reference the sent email. ANMC will attempt to fulfill needed items from all available on-hand stock options.
- Partial: THO to continue secondary sourcing options
- All: ANMC to complete: 1. EMERGENT request to IHS (Evangelyn.Dotomain@ihs.gov) for items using the ASPR Request Form 2. EMERGENT request to the state (dhsseoc@alaska.gov) using the AK DHSS Supply Request Form
- Prepare for patient care without items, continue alternative solutions
- ANMC will track status of request
- Coordinate with ANMC until supply/items are received

**No Response & Dwindling Supply**
- End