



MEMORANDUM

To: All OSF HealthCare Saint Francis System Laboratory Client Submitters

From: OSF HealthCare Saint Francis System Laboratory

Subject: Laboratory Supply Ordering and Fulfillment

Date: 12/28/17

New ordering and delivery process beginning Jan 1st 2018:

In order to better serve our client submitters, starting January 1st, 2018, the OSF HealthCare Saint Francis Medical Center System Laboratory is requesting all supply orders to be submitted utilizing the System Lab Hospital Supply Order Form or the Client Supply Order Form. As part of a standardization project, we will begin to only accept our supply order form(s) for supply orders. This includes OSFMGs, Outpatient Labs, Prompt Cares and Sister Hospitals. The forms are available to print out at www.osfhealthcare.org/lab/outreach.

Also beginning January 1st, 2018, a twice weekly delivery of laboratory supplies to Outreach clients is being implemented. Supplies ordered and fulfilled from the System Laboratory will be delivered on Mondays and Thursdays. OSFMGs, Outpatient Labs, Prompt Cares, and Sister Hospitals will not be affected by this change. Any client site that is considered a PRN location will have supply delivery once a month, on the 3rd Thursday of each month.

As a result of the revised delivery schedule, all clients that place supply orders with the System Laboratory will need to establish and maintain minimum PAR levels, to ensure they have enough supplies on hand without running out at their locations. Your Client Rep will contact you to help guide you in establishing laboratory supply PAR levels in your office.

Attached are the new supply order forms. The forms have been updated to include additional commonly ordered supply items, and are now 2 pages. Please discard any of the old order forms and update your files with these new ones.

Thank you for your attention to this matter.

The OSF HealthCare Saint Francis Medical Center System Laboratory

Attachments:

Hospital Supply Order Form

Client Supply Order Form