

REORDER OF CASSETTES

1. **Nurse/Case Manager will call the OMS IV Team @ 1-888-769-4685 to re-order.**

Note: CCAC encourages reorders on a next business day delivery basis.



2. **OMS IV Technician will complete the requisition** for the cassette with the appropriate delivery code and Fax the requisition to SECCAC Central Order Desk (CSEO).



3. **CSEO will Data enter the order in the CCAC system (CHRIS) and send to OMS electronically.**

Note: If supplies/equipment are being ordered by the Nurse/Case Manager, please ensure careful attention to match the delivery date of medication and supplies and equipment.



4. **OMS will receive the electronic order and process accordingly.**

Note: Deliveries will be made based on CCAC delivery order requirements as follows:
Immediate = delivery within 4 hours of electronic order receipt through HPG from CSEO
Same Day = delivery same business day before 9:00pm
Regular = delivery next business day before 9:00pm
Weekend = delivery on a weekend or statutory holiday before 9:00pm

REORDER OF PAMIDRONATE OR ZOMETA

1. **Prior to the next due date, the Nurse/Case Manager will FAX the re-order for the next dose to OMS IV Team @ 1-800-373-4945.**



2. If supplies/equipment are being ordered by the Nurse/Case Manager, please ensure careful attention to match the delivery date of medication and supplies and equipment.



3. **OMS will receive the electronic order and process accordingly.**



4. **OMS IV Team will call the client (if unavailable, OMS will call the Nurse or Case Manager) about 24 to 48 hours prior to the medication delivery date to ensure the client status has not changed and to confirm the delivery date.**

Note: OMS IV Team will complete the supply/equipment requisition form for initial orders or if there is a change in the medication with a change in method of infusion.

All other supply/equipment reorders are the responsibility of the Nurse to reorder on the first visit.