Carrier Delivers Items to Managed Dock - UD B1-North Dock // HZ B49-Dock #

⭐ (yellow star) Details of the delivery are logged for record. Items are separated by PO and site-specific workflow.

⭐ (teal star) Material Handlers select Items to process in their individual work area. They log each tracking number they process with actions taken, destination, and pertinent notes.

PROCESSING: Does the item have a PO?

— Yes → Use VistA to research PO.

Is the PO able to be received in VistA?

— Yes → Use VistA to receive the appropriate line items utilizing the 3-way check.

— No →

Is the PO presenting as PCO, NCP, TransComp, or Invalid?

— Yes → Contact appropriate purchasing agent(s)/team to collaborate on fixing the issue. Hold in backlog section for further attention.

— No →

Is the PO an Implant PO (xNxxxx)?

— Yes → ⭐ (orange star) Log the implant package details into TrackCore. Record the resulting Shipment ID to the Alternate Custody Document.

— No →

Is the PO a Prosthetics PO (xQxxxx)

— Yes → ⭐ (blue star) HZ: Add to Batch Alternate Custody Document. UD: Contact prosthetics group for delivery guidance.

Print 2 of the resulting report; 1 for customer retention and 1 as a Custody Document to gather signature on delivery.

⭐ (magenta star) Add item details to an Alernate Custody Document to gather signature on delivery.

No →

Deliver all processed items. Procure signature on custody document.

File signed document according to posted file plan.

⭐ (yellow star) Each item of each delivery is scanned into a SYMBOL scanner with local storage. The resulting document 'DeliveryScans' is created on the device automatically. It gets copied to a specific SharePoint folder with the date added to the filename.

⭐ (teal star) Each Material Handler has their own Daily Log Template (spreadsheet) in their own Sharepoint folder. Each day they re-save their template with the date addended to the filename. When processing, they scan the tracking number (or other unique indicator) into their log then process accordingly, recording the package details into the log.

⭐ (magenta star) There is a spreadhseet document template called 'Scansheet' for the transfer of custody of items with non-clearable PO's or those without PO's. This document can be printed in duplicate; 1 for customer retention and 1 as a Custody Document to gather signature on Delivery. This document can also be shared and signed electronically, lending towards a paperless process.

⭐ (blue star) 'Scansheets' are useful for Batch processing specific groups of non-Vista items. Mail, Prosthetics, Audiology, Sleeplab, Implants, Pharmacy. et al. Many 'Batch Scansheets' are sent electronically, then reviewed and signed electronically, by certain end-users.

⭐ (orange star) 'Scansheets' are used for Batch processing Implants since they have a non-clearable PO. When entering either biological or non-biological implants, the resulting entry produces a 'Shipment ID'. The processing Material Handler copies that ID from TrackCore then pastes it into a special column on the 'Scansheet'. When all items have been added to Implant/TrackCore Scansheet then it is shared with the Implant team. The Implant team collects the processed packages then signs the Scansheet digitally to acknowledge receipt.