



MANITOBA RENAL PROGRAM

SUBJECT <ul style="list-style-type: none"> ▪ Ordering Dialysis Supplies: NxStage Home Hemodialysis Patients 	SECTION 50.20 Home Hemodialysis
	CODE 50.20.01
AUTHORIZATION <ul style="list-style-type: none"> ▪ Professional Advisory Committee, Manitoba Renal Program 	EFFECTIVE DATE January 2018
	REVISION DATE

PURPOSE:

1. To ensure proper ordering of dialysis supplies for the Home Hemodialysis patients.

POLICY:

1. The Home Hemodialysis nurse will complete a referral form (Nxstage System One Patient Order Form number 615 Revision E) for all new patients. Initial supplies will be ordered using the list of supplies for Home Hemodialysis patients. A quota is established for each item per month. Nxstage Canada will fill the initial order and then develop a customized order form for the individual patient's future use.
2. The Home Hemodialysis training nurse will send a revised referral form for any future added or deleted items, whereby Nxstage Canada will revise the patient's individual file and customize the order form as requested.
3. The Home Hemodialysis nurse will notify Nxstage Canada by completing referral form 616 Rev B. when any patient no longer requires supplies (modality change or deceased).
4. Home Hemodialysis patients are trained to order supplies required for their treatment during their home training. The dialysis supplies order process is reviewed with the patient ensuring that he/she is aware of the importance of the following instructions:
 - a. Complete the order form (615 Rev. E.) as instructed.
 - b. Write legibly in black ink. If an error is made complete a new form. Never submit a form that has crossed out information, always discard forms with errors and complete a new form.
 - c. Ensure the following information is included on your requisition:
 - Name
 - Date of order
 - Date required
 - Delivery address
 - Telephone number
 - Email address
 - d. Fill in the quantity requested, note the unit of issue e.g. EA (each) or Box.
 - e. After the supplies have been ordered, retain a copy.
Order supplies regularly every four weeks, or patient specific. The orders should be sent two (2) weeks in advance to Nxstage Canada (7) working days to process the order. Completed supply requisitions are sent to:

Nxstage Medical Inc.
300 Merrimack Street
Lawrence MA
01843 USA
Phone 1-866-697-8243
Fax 1-978-687-4809

- f. No supplies having an expiration date of less than three (3) months will be shipped to any patient.
- g. Rotate stock e.g. new supplies to the back of the shelf, old supplies to the front of the shelf.
- h. Always check supplies when they arrive against what has been ordered. If supplies are missing or there are errors, notify Nxstage Canada 1-866-697-8243.

5. Once supplies have been delivered and accepted into the patient's home, they may not be returned.

REFERENCES: