



GENERAL ORDER

GENERAL ORDER 320.12

Medical Supply Replenishment

Emergency Services

Issue Date: 10/31/2013

Effective Date: 11/01/2013

1 **APPLICABILITY**

2 To all personnel: Career, Volunteer, and Contingent employees

3 **POLICY**

4 Howard County Fire and Rescue (the Department) will be utilizing a medical supply dispensing
5 unit located at Howard County General Hospital for the dispensing of selected medical items.
6 Providers will have the ability to replace items that are used for individual patients on incidents
7 prior to returning to service. The dispensing system will be maintained and stocked by the
8 Supply Unit with assistance from the "B" shift Medical Duty Officer, if needed.

9 Should units be placed at other hospitals, or the make/model/manufacture/procedure change,
10 the attachment(s) to this General Order shall be modified.

11 **DEFINITIONS**

- 12 ➤ **U-Cap-It:** A brand name of the medical supply dispensing system that we are currently
- 13 using.
- 14 ➤ **ID card:** The user's ID card issued by Howard County Fire and Rescue

15 **PROCEDURES**

16 Refer to Attachment A - Directions for using the U-Cap-It System at Howard County General
17 Hospital.

18 **REFERENCES**

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20 **SUMMARY OF DOCUMENT CHANGES**

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22 **FORMS/ATTACHMENTS**

23 Attachment A - Directions for using the U-Cap-It System at Howard County General Hospital

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GENERAL ORDER

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APPROVED

A handwritten signature in black ink that reads "John S. Butler".

Deputy Chief John S. Butler
Operations Command

Attachment A

Directions for using the U-Cap-It System at Howard County General Hospital

- Swipe the Department ID card.
- Enter an allocation code by pressing the numbers on the key pad followed by the # symbol. (Your allocation code equals your Unit's Station assignment, Special Events assignment, or Bureau assignment.)

Station	Allocation Code
Station 1	01
Station 2	02
Station 3	03
Station 4	04
Station 5	05
Station 6	06
Station 7	07
Station 8	08
Station 9	09
Station 10	10
Station 11	11
Station 13	13

EMS 1	21
EMS 2	22
Logistics	50
Administrative Services	51
Emergency Services	52
Education & Training	53
Office of the Fire Marshal	54
Office of Emergency Management	55
Special Events	90

- Select the items that you need to restock based on the individual patients selected by pressing the numbers on the key pad that correspond to the desired product followed by the # symbol.
 - Only one item is dispensed per selection.
 - Up to 10 items may be selected per swipe of an ID card.
- Selection process will stop after 20 seconds of inactivity from the key pad or the * symbol is pressed. (Swipe ID card and enter allocation code to continue vending or press the * symbol to end vending).
- The U-Cap-It machine is designed to report (via Internet) when supplies have been used and the quantities are getting low.
- Units that transport to hospital other than Howard County General will still need to restock supplies through the MDO and/or the Supply Unit.
- The U-Cap-It machine is not to be used for replacing expired medications. Expired medications will be restocked from the MDO, the Supply Unit, or on the monthly EMS order as appropriate. Only items used on calls should be restocked through this machine.
- The U-Cap-It machine will dispense supplies if the internet service is not working, however, a report will not be sent to the Supply Unit until the connection is restored. Therefore, the Supply Unit may not receive a report for items low or empty.

- Please return protective Bubble Wrap or Bubble Bag packaging material to the depository port next to the dispensing tray.