

Missing Supplies/Requests Sheet

Last Update: 03/2021

The purpose of this form is for staff at the genba (where the work takes place) to make improvement recommendations to **adjust** supply levels to meet patient care needs.

Electronic forms available here:
LEAN.HARBOR-UCLA.ORG



Your unit, in partnership with Supply Chain, values your input. Thank you!

Instructions:

Step 1

Staff:
Please fill out sections **A to F** below & submit form to your manager or supervisor

Step 2

Nurse Manager or Designee: Complete "Change accepted" on column G:
If "No," change is not accepted, provide a reason and inform staff
If "Yes," change is accepted:
Email form to Supply Chain contact:
Alexous Scruggs AScruggs@dhs.lacounty.gov &
Carlos Gutierrez CGutierrez@dhs.lacounty.gov.

Step 3

Supply Chain:
Once submitted to Supply Chain (SCO), SCO will process sheets within 5-7 business days.

☺ Check your supply area for completed supply level adjustments!

A. Unit/Area:						G Unit Manger or Designee Change Accepted	
B Date	C Item Description	D H# (located on barcode)	E Re-Order Level Quantity	F Re-Order Level Adjustment			
				<input type="checkbox"/> Add item <input type="checkbox"/> Delete item <input type="checkbox"/> Change quantity to: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No, Reason:	
				<input type="checkbox"/> Add item <input type="checkbox"/> Delete item <input type="checkbox"/> Change quantity to: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No, Reason:	
				<input type="checkbox"/> Add item <input type="checkbox"/> Delete item <input type="checkbox"/> Change quantity to: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No, Reason:	
				<input type="checkbox"/> Add item <input type="checkbox"/> Delete item <input type="checkbox"/> Change quantity to: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No, Reason:	
				<input type="checkbox"/> Add item <input type="checkbox"/> Delete item <input type="checkbox"/> Change quantity to: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No, Reason:	



For more blank SUPPLY ORDER LEVEL ADJUSTMENT SHEETS, please email harborlean@dhs.lacounty.gov or download from LEAN.HARBOR-UCLA.ORG