

Panorama Inventory Policy

TOPIC:	Urgent Biological Product Requests		
APPROVED BY:	Saskatchewan Ministry of Health	REVISED	2017-04-04
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POLICY:

The vaccine depot must be telephoned to notify them of the urgent order. The urgent biological product requests must then be through Panorama.

PURPOSE:

To explain how to order urgent biological product that are required prior to the next regular ordering and delivery schedule.

PROCEDURE:

1. **Phone the vaccine depot to let them know that an urgent requisition for 'product X' will be submitted in Panorama.**
2. In the Requisition Status drop list choose Urgent.
3. Choose an **Urgent Reason** from the drop list.
4. Enter a requested delivery date.
5. Submit the requisition.