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There are currently 69 enteral patients, zero are being billed to Medicare. All “homes” are on Pinecrest grounds at:  
100 Pinecrest Dr., Kingville Community  
Pineville, LA 71360.

In the event a different pump is provided, the Director of Nursing is consulted prior to changing types of pumps. The contractor shall in-service the nursing staff on pumps placed at the facility.

Feeding supplies should have the person’s name and administration order on each label. The enteral nutrition supplement contractor will monitor expiration dates and rotate stock with each delivery in order to ensure current product is available at all times, and will accept returns of unused/expired products and issue credit when warranted. The enteral nutrition supplement contractor will maintain proof of delivery for verification of receipt of products.

The enteral nutrition supplement contractor shall provide a 30 day supply of enteral nutrition feedings when initially dispensed, unless otherwise specified by the primary care provider. The enteral nutrition supplement contractor will maintain a 60 – 90 day current supply in their warehouse or local storage area.

The enteral nutrition supplement contractor will maintain patient specific inventory control in order to maximize usage of products and eliminate waste.

The enteral nutrition supplement contractor shall create a reordering system for the routinely ordered supplements that will ensure each respective PSSC home does not run out of supplements. The reordering system developed will not require a PSSC staff to write out each item to be reordered.

The enteral nutrition supplement contractor shall provide routine non-emergency delivery service of all supplements/supplies at least monthly including weekends as needed. For any additional orders outside of typical monthly deliveries, the enteral nutrition supplement contractor shall guarantee a 1 hour delivery timeframe for a new order or for changes to an existing order. 1 hour delivery timeframe remains for holidays (State, federal, or religious) and other non-operational days.

All deliveries shall be sorted by individual home and delivered to the home in accordance with the instruction provided by PSSC.

In the rare or unusual event the enteral nutrition supplement contractor cannot furnish an ordered supplement in a prompt and timely manner, the enteral nutrition supplement contractor shall make arrangements with another supplier in the community that is local to PSSC to provide such service.

The enteral nutrition supplement contractor will demonstrate an effective and foolproof procedure for ensuring uninterrupted services to people supported by PSSC and staff before, during, and after natural disasters, acts of terrorism, chemical spills, or any other emergency that might require evacuation of people supported by PSSC and staff.



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**Nutrition Supplement Administration Records and Reports:**

The enteral nutrition supplement contractor shall gather, maintain, and review each person's records of enteral nutrition feedings at least monthly or more frequently as agreed upon between the enteral nutrition supplement contractor and PSSC.

The enteral nutrition supplement contractor shall maintain a monthly roster for each person receiving enteral nutrition feedings which reflects supply and billing information.

The enteral nutrition supplement contractor shall provide all nutritional supplement listed and allow new items to be added when PSSC Primary Care Provider prescribes a new nutritional supplement not listed. PSSC will request a price from vendor for an item to be added.

The enteral nutrition supplement contractor shall, on a monthly basis, audit each person's information via the primary care provider's order to verify accuracy.

All data shall contain current patient information.

**Equipment:**

The enteral nutrition supplement contractor shall supply, replace, and/or maintain, in good working order administration sets, 60cc syringes, drain sponges, replacement gastrostomy tubes, enteral feeding pumps and accessories, IV poles, Y-port adapters and feeding set adapters.

The enteral nutrition supplement contractor will track all equipment provided for any associated product safety recall activity. The enteral nutrition supplement contractor will honor all manufacturer warranties on equipment and supplies and provide replacement items/supplies for any sub-standard or non-functioning item (s).

Equipment must have anti-free flow pump set and programmable flushing capabilities.

**Enteral nutrition supplement contractor documentation responsibilities:**

The enteral nutrition supplement contractor shall be responsible for billing Pinecrest Supports and Services Center monthly.



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PSSC will provide the enteral nutrition supplement contractor with an initial data sheet listing of people at PSSC in need of enteral nutrition supplements, equipment, and supplies.

The enteral nutrition supplement contractor shall provide PSSC with a list of pumps and serial numbers as they are put on the homes. They must provide the person's name, home number and pump serial number. Contractor must coordinate with the RN Program Coordinator or Central Supply to provide PSSC with list.

The enteral nutrition supplement contractor will accept any PSSC patients as required and/or requested with the understanding that number of patients will be increased and/or decreased as needed.

The enteral nutrition supplement contractor will coordinate and maintain multiple contracts with PSSC primary care providers, nursing services, nutrition services and medical records for all facets of patient plan of care.

The enteral nutrition supplement contractor will investigate any concerns, complaints, product recalls issued, in accordance with the requirements, of Pinecrest Supports and Services Center and any concerned entity.

**Billing:**

The contractor shall be responsible for billing all third party billing for Medicare insurance eligible items. In the event that a person is not covered under the Medicare insurance program, Pinecrest will be billed under this purchase order.