

Important Information Regarding Your Supplies

Supply Inventory

- It is our goal to provide you with adequate supplies to administer your IV therapy. You can assist by providing an accurate count of your supplies weekly.
- Your homecare nurse will teach you to use the inventory checklist to count and record your supplies weekly.
- Your Chartwell Patient Service Representative (PSR) will call you weekly prior to your supply delivery to confirm inventory needed for the upcoming week.

Storing Your Supplies

- Store all supplies away from children and pets.
- Check the label on all medications and solutions for storage instructions.
- If your supplies need refrigerated, please keep separate from food and food spills
- Refrigerated supplies should be placed in the refrigerator as soon as possible after they arrive
- Place the new supplies behind “older dated” supplies you may still have in your refrigerator.
- Non-refrigerated items should be kept in a cool, dry place away from direct sunlight and above freezing temperatures.
- Do not store supplies on the floor.

Disposal of Supplies

- Do not discard your infusion pump – please see directions below for return.
- Discard all used needles of any type and syringes with needles in red Sharps container provided.
- Discard all used syringes without needles in double-bagged household trash.
- Discard all drugs, used IV medication bags/cassettes and tubing in double-bagged household trash.
- Discard of all soiled dressings, bandages, gloves, masks, gowns in double-bagged household trash.

Return of Medications and Supplies

- Pennsylvania State Board of Pharmacy prohibits the return of any medication, supplies or enteral formula to Chartwell pharmacy for credit and/or reuse for another patient.
- Supplies sent to your home are specific to your therapy and cannot be reused. Any excess supplies can remain in your possession, be discarded at your home or be donated to a local hospice or nursing agency.
- Defective items may be returned. Chartwell staff will evaluate these items and credit will be issued as appropriate.
- Infusion pumps are *RENTAL* items and must be returned to Chartwell upon completion of therapy.
- Your infusion pump and Sharps container (if applicable) may have been delivered with mail-back boxes. Directions for use are in you Chartwell folder.