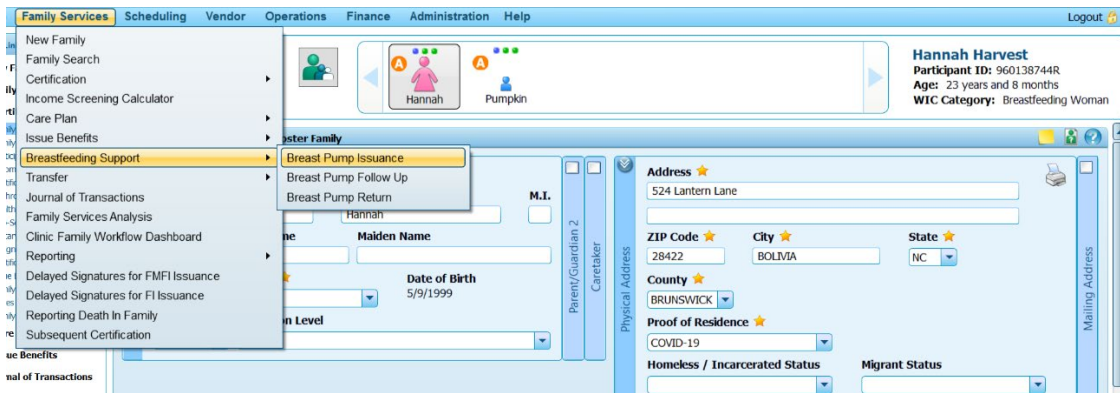


# Breast Pump Issuance

This is a guidance to assist with issuing breast pumps. Participants should have a conversation with the Breast Feeding Coordinator, Lactation Consultant, Peer Counselor or CPA to ensure that the correct pump is being issued in accordance with NC WIC Program policy. Please refer to Chapter 9, sections 4 and 5 for guidance on issuance, inventory and maintenance of breast pumps and breastfeeding supplies.

1. To access the **Breast Pump Issuance** feature, go to **Family Services > Breastfeeding Support > Breast Pump Issuance**.



2. Select the breast pump to be issued from the list of pumps available in the **Breast Pump Inventory** grid by clicking on it.

Breast Pump Type				Total Items: 4		Breast Pump Supplies				Total Items: 12	
Pump Type	Quantity In Stock	Product Name	Manufacturer	Quantity In Stock	Quantity Issued						
Multi-User Breast Pumps	20	Symphony and Lactina Do		69	0						
Single-User Manual Breast Pumps	74	SoftShele Sore Nipples		3	0						
Single-User Electric Breast Pumps	26	SoftShele-Inverted Nipples		7	0						
Breastfeeding Supplies	248	Disposable Bra Pads		0	0						
		Dual Hygiene with One He		34	0						
		Symphony Double Pump		18	0						
		Disposable Bra Pads		114	0						
		Cotton Washable Bra Pad		3	0						
		Elite Multi-User Breast Pump		0	0						
		Personal Fit XX-Large Brae		0	0						
		Symphony Breast Pump H		0	0						
		Nipple Shield-24mm		0	0						

Breast Pump Inventory								Total Items: 21	
Pump Status	Quantity On Hand	State Inventory Number	Product Name	Manufacturer	Issued Date	Expected Return Date	Reserved	Members Count	
Issued	0	690960	Lactina Select Electric Breast	Medela	1/25/2023		0		
Available	1	1481185	Lactina Select Electric Breast	Medela			0		
Available	1	688466A	Lactina Select Electric Breast	Medela			0		
Available	1	684916A	Lactina Select Electric Breast	Medela			0		
Available	1	1029701	Symphony Breast Pump				0		
Available	1	03040325	Elite Electric Breast Pump w/				0		
Available	1	03010110	Elite Electric Breast Pump w/				0		
Available	1	1123253	Elite Electric Breast Pump w/				0		

3. Open the **Breast Pump Inventory Detail** grid by clicking on the small arrow next to the title.

4. Once the Breast Pump Inventory Detail grid is open, the **Breast Pump Information** grid and the **Secondary Contact Information** grid will display. Enter in the required information.

The screenshot shows a software interface with a table at the top and two forms below it. The table is titled 'Breast Pump Assignment' and has columns for Pump Status, Quantity On Hand, State Inventory Number, Product Name, Manufacturer, Issued Date, Expected Return Date, and Reserved Members Count. Below the table are two forms: 'Breast Pump Information' and 'Secondary Contact Information'. The 'Breast Pump Information' form has fields for State Inventory Number (125702), Breast Pump Status (Issued), Issuance/Reservation Reason (Woman - 'pump and dump'), and Expected Return Date. The 'Secondary Contact Information' form has fields for Last Name (Harvest), First Name (Dad), M.I., and Phone Number ((919)555-1212). At the bottom right of the forms are buttons for 'Capture Signature', 'Release Form', 'Save', and 'Cancel'.

Pump Status	Quantity On Hand	State Inventory Number	Product Name	Manufacturer	Issued Date	Expected Return Date	Reserved Members Count
Available	1	03010110	Elite Electric Breast Pump w/				0
Available	1	11123253	Elite Electric Breast Pump w/				0
Available	1	13113050	Elite Electric Breast Pump w/				0
Available	1	14043239	Elite Electric Breast Pump w/				0
Available	1	1513347	Elite Electric Breast Pump w/				0
Available	1	125698	Lactina Plus Electric Breast P				0
Available	1	125699	Lactina Plus Electric Breast P				0
Available	1	125700	Lactina Plus Electric Breast P				0
Available	1	125701	Lactina Plus Electric Breast P				0
Available	1	125702	Lactina Plus Electric Breast P				0
Available	1	125703	Lactina Plus Electric Breast P				0

5. Click **Capture Signature** and have the participant sign the signature pad.

6. Click **Save**. A message will pop up indicating that the pump was successfully issued.

This screenshot is similar to the previous one, but the 'Capture Signature' button at the bottom right is highlighted with a black border. The data entered in the forms is the same as in the previous screenshot.

7. Once you have made your selection and saved it, click **Release Form** to print the **Release of Liability and Loan Agreement**. Complete this form with the client.
8. Once the form is completed scan it back into Crossroads.

The screenshot displays a software interface with a 'Communication Preview' window. The background window is titled 'Breast Pump Issuance Information' and contains sections for 'Breast Pump Assignment', 'Breast Pump Information', and 'Breast Pump Inventory Detail'. The 'Breast Pump Assignment' section shows a table with columns for 'Pump Status' and 'Quantity', listing six 'Available' items with a quantity of 1. The 'Breast Pump Information' section includes 'State Inventory Number' (125702), 'Breast Pump Status' (Issued), 'Issuance/Reservation Reason' (Woman - 'pump and dump'), and 'Expected Return Date'. The 'Breast Pump Inventory Detail' section is partially visible at the bottom.

The 'Communication Preview' window is titled 'Breastfeeding Supplies Release of Liability and Loan Agreement North Carolina WIC Program'. It contains the following information:

**Name:** Hannah Harvest  
**Address:** 524 Lantern Lane , BOLIVIA 28422  
**Home Phone #:** (919) 252-1414      **Work Phone #:**  
**WIC I.D. Family #:** F00600004677  
**Back Up Contact:** Dad Harvest  
**Back Up Phone #:** (919) 555-1212

I have received a breastfeeding supply item and/or a breast pump, hereafter referred to as item(s) from Brunswick - clinic. I have initialed each of the following statements indicating that I understand the requirements of receiving this breastfeeding supply.

At the bottom of the preview window are 'Print' and 'Cancel' buttons.