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STOCKPILE PURPOSE

The NYC Ventilator Stockpile was developed as a backstop to NYC Healthcare organizations to be accessed when all other options are exhausted.

FAQ SHEET

Ventilator Stockpile Overview

- By submitting an order through Agiliti, you are confirming that the ventilator and associated accessories you are requesting is required for patient use during the COVID-19 response and you currently have limited ventilators available. This confirmation is important to the City’s potential request for Federal reimbursement for the items provided to your healthcare organization.
- Order quantity caps are established for each organization but will be set to 0 until the city notifies otherwise thus requiring order approvals.
- Each ventilator will be delivered with two sets of accessories.
- AgilitiHealth.com must be used to initiate a ventilator return.
- NYC holds the right to charge a cost associated with a supply request.
Can I order other items from AgilitiHealth.com

- No, the account that is being set up for you is solely for the NYC stockpile. You will not be able to browse the site, you will only be able to see products that NYC has designated to you.

What items can I order?

- 3 ventilator models are available
  - Vyaire Bellavista
  - Hamilton T1
  - GE R860
- Each ventilator will be sent with two sets of accessories.

Will we be charged for what we order?

- You will not be charged upon ordering through AgilitiHealth.com but there is the potential to be charged at a later date for the orders your place.

How can I order more than my allocated amount?

- You can place orders above your allocated amount but an order containing a request over your facilities allocation will flag the entire order and will require approval.

Can I place multiple orders per week / per month?

- You can place orders as frequently as you need to but the allocation amount will remain the same. Example: Order one falls below allocation amount, order two falls over the weekly allocation amount – this order will be flagged and will need to be approved.

When do I need to place my orders?

- Agiliti will work to deliver all requests within a four-hour window following approvals.

Where can I find more information on how to navigate AgilitiHealth.com?

- A step-by-step guide will be provided. For any questions on AgilitiHealth.com, please contact the Agiliti NYC customer service desk: joseph.bourgeois@agilitihealth.com

Will we need to return the ventilators we order to Agiliti?

- Yes, this workflow will be detailed in the step by step process you receive. You will organize the return through the AgilitiHealth.com website and Agiliti will pick up the ventilator from your facility.
WEBINAR INFORMATION

1. The NYC Ventilator Stockpile was developed as a backstop for healthcare organizations, only to be accessed when all other options are exhausted.

2. Facility requestors accounts have been established and user information will be provided in email on Thursday, September 10, 2020. Users include everyone who received an invitation to the webinar:
   1. Facility Supply Chain Leader
   2. Facility Emergency Manager(s)

3. Monthly allocation methodology developed by NYC

4. Requests for stockpile product should only be submitted if all other options have been exhausted
   1. If a time comes where you need to access the stockpile, Agiliti will delivery within a 4 hour timeframe for less than 5 ventilators and within 8 hours for greater than 5 ventilators
   2. Orders should be placed as needed (may be more often than monthly)
   3. NYC approval workflow is established for request over the allocated amounts

5. Return workflow is in place through your account on AgilitiHealth.com
   1. If a ventilator is no longer in use, you must log back into you AgilitiHealth.com account and request a pickup

CONTACTS

AGILITI CONTACTS

► John Cangelosi, Director – Northeast Logistics Operations
  ► Email: john.cangelosi@agilitihealth.com
  ► Mobile: 973-930-0840

► Joe Bourgeois, Operations Supervisor – NYC Program
  ► Email: joseph.bourgeois@agilitihealth.com
  ► Mobile: 862-233-1436

► Josh Dirkson, Operations Manager
  ► Email: joshua.dirkson@agilitihealth.com
  ► Mobile: 973-862-2553
### TECHNICAL SUPPORT / EQUIPMENT MANUALS

<table>
<thead>
<tr>
<th>Ventilator</th>
<th>Tech Support Hotline</th>
<th>Quick Reference Guides</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamilton T1</td>
<td>800-426-6331</td>
<td>Allegro*: <a href="https://vta.allego.com/home.do">https://vta.allego.com/home.do</a></td>
</tr>
<tr>
<td>GE CareScape R860</td>
<td>800-437-1171</td>
<td>Allegro*: <a href="https://vta.allego.com/home.do">https://vta.allego.com/home.do</a></td>
</tr>
<tr>
<td>VyAire BellaVista 1000</td>
<td>800-754-1914</td>
<td>Manual is included in the ventilator software and is accessible from the Main Menu OR Allegro*: <a href="https://vta.allego.com/home.do">https://vta.allego.com/home.do</a></td>
</tr>
</tbody>
</table>

*Allegro is an online OEM operator manual resource for clinical providers to utilize and is published by the Ventilator Training Alliance. The website is protected so these resources can only be viewed and cannot be downloaded or printed.*
LOGGING IN TO MyAgiliti

There are two options for logging into MyAgiliti:

► https://www.agilitihealth.com
  ▶ Hover over LOGIN in the top right corner of the webpage
  ▶ Select MyAgiliti to be redirected to https://myagiliti.agilitihealth.com/
  ▶ Enter your email address and password

► https://myagiliti.agilitihealth.com
  ▶ Enter your email address and password, then click Login
Once logged in, verify your name and account at the top of the page.

► Click on the account listed here to see all the accounts you have access to and switch to a different account, if needed.
EQUIPMENT ORDERING

► Log in to MyAgiliti
► Click on Order Equipment
► Select Order Approved Equipment

My Approved Equipment List

NOTE: MyAgiliti will only show the ventilator models available to order. Two of each of the following accessories will be included with the corresponding ventilator.

<table>
<thead>
<tr>
<th>Ventilator</th>
<th>Accessories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamilton T1</td>
<td>201022 Aero-Pro HEPA/Hydrophobic Light Machine Filter</td>
</tr>
<tr>
<td></td>
<td>260206 Coaxial Breathing Circuit with Elbow Connection, Single Use, Adult/Peds</td>
</tr>
<tr>
<td></td>
<td>281637 Flow Sensors, Pediatric/Adult, Single Use</td>
</tr>
<tr>
<td></td>
<td>161186 HAMILTON-T1/C1/MR1 Expiratory Valve Set (Cover with Membrane) Single Use</td>
</tr>
<tr>
<td>GE CareScape R860</td>
<td>1505-3848-001 Single patient use exhalation valve assemble (EVA)</td>
</tr>
<tr>
<td></td>
<td>2083208-001 Inspiratory Filter to protect gas engine from patient</td>
</tr>
<tr>
<td></td>
<td>557021200 Uni-Filter Expiratory Filter 99.9%</td>
</tr>
<tr>
<td></td>
<td>2105488-015 Ventilator Circuit w/ elbow</td>
</tr>
<tr>
<td>VyAire BellaVista</td>
<td>302.231.001 Exhalation valve single patient use</td>
</tr>
<tr>
<td>1000</td>
<td>301.328.010 Iflow 200s proxima flow sensor</td>
</tr>
<tr>
<td></td>
<td>0p1775 Circuit vent w/parallel pat wye</td>
</tr>
</tbody>
</table>
Locate the ventilator model you’d like to order and enter the Quantity

**NOTE:** The quantity is limited to your monthly allocation. This monthly allocation limit is for all models combined. The quantity is limited to 999 per model, if above, the website will not process.

Click *Add to Cart*

Confirm the Quantity of each ventilator before selecting *Checkout*.
► Confirm the following
► The P.O. Number will auto-populate as NYC Stockpile
► Add Notes/Additional Instructions, if necessary
► Contact Information will auto-populate
► Confirm Cart Contents

► Click Place Order
► When we first begin, all allocation amounts will be set to 0 so all orders will need to be routed for approval.

► Once the City determines allocation amount will be turned on: if your order is below your allocation amount an Order Confirmation will be e-mailed to the person who placed the order and the Admins
  ► Print Confirmation is optional but recommended

► Orders above allocation amounts will need to be approved and you will be asked to provide the number of ventilators on hand
Order Confirmation Email Example

Subject: Agiliti Online Order Delivery Confirmation #1120649

Thank you for your recent equipment delivery request. This email is to confirm the details of your order.

Your confirmation number is: 1120649
Date request placed: 08/12/2020
Time request placed: 03:50 PM(CT)
Placed by user: smpriester.sme@uhs.com

Account Number:
Account Name:
Address 1: 
Address 2: 
City: 
State: 
ZipCode: 

Primary Contact: 
Primary Phone: 
Alternate Contact: 
Alternate Phone: 

Customer Purchase Order #: NYC Stockpile

*** Special Delivery Instructions ***
Add Notes on where to deliver to if applicable

Equipment Details are listed below:

*** Delivery Request ***

--Item 1
Item code: 1AD - BELLAVIDA 1000 VENT, NEWYORK CITY-OWNED
Quantity: 1
Patient Info: ### Protected ###
EQUIPMENT PICKUP REQUEST

► Log in to MyAgiliti
  ► Click on Manage Rental Equipment
  ► Select Order View Equipment On-Site
A list of the equipment on-site will populate. Locate the ventilator that you would like to request be picked up.

- Click on View Details under the equipment description
- Place a checkmark in the empty box to the left of the Unit number
- Click on Pickup Selected
- Add Notes, if necessary
  - i.e. where to pick up the equipment
- Verify the Items to Pickup – On-site List is correct
- Click Confirm Pick Up
► Below is an example of the Confirmation page
► Print Confirmation is optional but recommended
Subject: Agiliti Online Pickup Request Confirmation #1120650

Thank you for your recent equipment pickup request. This email is to confirm the details of your request.

Your confirmation number is: 1120650
Date request placed: 08/12/2020
Time request placed: 04:53 PM(ct)
Placed by user: smpriester.sme@uhs.com

Account Number: 
Account Name: 
Address 1: 
Address 2: 
City: 
State: 
ZipCode: 

*** Notes / Additional Instructions ***
none

Equipment Details are listed below:

*** Pickup Request ***

--Item 1
Item code: 1AD - BELLAVISTA 1000 VENT, NEWYORK CITY-DW
Unit #: 100
Quantity: 1
Location: n/a
Description: NYC Ventilator Program: Bellav
Replacement: no
Patient Info: #### Protected ####