



Boulder Community Health

BCH SURGERY VENDOR PROCESSES

OR Front Desk 303-415-7200 | Surgery Scheduling 303-415-7201 | E-Fax: 303-415-7220
Hours: M-F 9A-5P

Service Line Coordinators

Service Line Coordinators are liaisons for Surgeons, Providers and Vendors to assist with cases at BCH.

Denise Huckfeldt, RN, MSN

Cardiac, General, Robotics, Trauma
303-415-7238

Dhuckfeldt@bch.org

Dan Martin, RN, BSN

Orthopedic, Podiatry
303-415-7209

Dmartin@bch.org

Reesa Rennecker, RN, BSN

Neurosurgery, Anesthesia
303-415-7210

RRennecker@bch.org

Lessly Ruiz, RN, BSN

Urology, Plastics, GYN, ENT/MF
303-415-7211

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Nick ten Wolde

OR Supply Chain Buyer
303-415-7059
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Ben Schardt

OR Supply Chain Analyst
303-415-7061

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Mary Poffenbarger

RN Manager, Surgical Services
303-415-7882

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New Products/One-Time Use/Product Substitutions/Trial Introduction Process:

At no time shall a vendor introduce new products to any BCH Facility before receiving approval from the BCH Supply Chain team. Supply Chain Value Analysis Teams review and approve or deny staff or physician requests for new products.

***BCH WILL NOT PAY** invoices for products that have not followed this process unless you obtain approval in writing from the OR Director prior to the case. In addition, a Negative Rep Score event will be entered into Green Security for not following the process.*

- 🕒 **Step 1:** Email bchcqva@bch.org with information on the product you would like to introduce.
 - We will review current contracting status for that item and notify you of approval or denial to move to the next step. Please allow 3-5 days for a response.
 - *This submission must include a Clinical Request Form completed and signed by the requesting provider.*
 - If you receive a denial, we respectfully ask that you limit presence in our OR.
- 🕒 **Step 2:** If you receive approval on Step 1, the appropriate Service Line Coordinator will be notified. At that time, please email all pertinent information to the appropriate Service Line Coordinator. That Service Line Coordinator will validate interest with the Physician and initiate the clinical review process through the OR Value Analysis Team for approval or denial of the product. We will need your partnership to provide any relevant education, clinical, and billing/reimbursement information during the evaluation.
 - Please note clinical review may take several weeks
- 🕒 **Step 3:** Once the clinical review process is completed, you will be notified of the results and guided on next steps if the product was approved.

Note: This process must be followed even if the product is on an existing “Approved” contract. If the item has never been used at BCH, it MUST go through Step 1 to be built appropriately in our system.

Sales Worksheet Submission Guidelines

All sales worksheets for implants and supplies to be invoiced must be submitted **within 24 hours** of the end of the surgical procedure through the Supplicore Sameday billing interface. Worksheets interface daily at midnight for the previous day's procedures. If a worksheet is not available in Supplicore within 24 hours of the end of the surgical procedure, the vendor must initiate the Supplicore process and manually generate a worksheet. Hand-written or emailed invoices will not be accepted. Supplicore registration instructions can be found below.

- Please confirm worksheets cite accurate negotiated or contracted pricing prior to submitting to ensure prompt processing
- Please ensure manually entered product reference number formatting is accurate
- Any supplies or implants wasted during the surgery must be documented in Supplicore
- It is the vendor representative's responsibility to confirm the accuracy of a worksheet before submitting it for hospital approval - **BCH will only pay invoices that match the vendor approved worksheet in Supplicore**

Attention - Guidelines for Suppliers/Vendors/Associated Representatives

Not yet registered with Supplicore? Please follow this process:

1. Login into SuppliCore: <https://supplicore.lpitsolutions.com/>
2. Review the “Welcome to TrackCore” informational PowerPoint below.
3. If you have questions about getting onboarded contact:
 - Main support:
 - Email: support@lpitsolutions.com
 - Phone number: 616.632.2222
 - SameDay support:
 - Email: sameday@lpitsolutions.com
 - Phone number: 616.632.2222 ext 2

Green Security

Boulder Community Health has contracted with Green Security Services for vendor credentialing. **All** vendors and contractors accessing Boulder Community Health facilities **must** be registered and obtain a badge from Green Security.

Register with Green Security: <https://grn.ac/bch-vendors>

Support inquiries, including name changes, should be directed to Green Security Customer Service

- Email: support@gogreensecurity.com
- Telephone: (866)750-3373

Vendors **must** follow proper check in process through Green Security and scan in every time they come onsite. If vendors fail to follow the check-in process, BCH will send a warning for the first offense, temporarily remove access for the second offense, and permanently remove access on the third offense.

WELCOME NEW SUPPLIERS!

INTRODUCTION TO SUPPLICORE

THE TRACKCORE SAMEDAY TEAM



JESSE LIEBLER

Vice President of
Strategic Accounts



DAN WALLACE

Strategic Sales +
Accounts Manager



SUMMER EVANS

Strategic Sales +
Accounts Manager

INTEGRATE. AUTOMATE. SIMPLIFY

TrackCore SameDay helps regain control for high cost, rep delivered products through Integrations with the hospital's EHR + ERP systems. TrackCore SameDay eliminates several tasks in the documentation, auditing and approval process.



TRACKCORE SAMEDAY WORKFLOW BCH

1

Rep brings in requested implants + supplies and Nurses document usage within Epic

2

Epic sends usage back to TrackCore to create a Purchasing Worksheet

3

Rep logs into SuppliCore to review Purchasing Worksheet and sends for Hospital Approval

4

Hospital (Rebecca) logs into SameDay to review Worksheet notes

5

If no discrepancies or once approved from Rebecca, hospital (Ron/Amy) will copy the worksheet into Meditech Purchase Order screen

6

Purchase Order is created in Meditech.

7

Requisition is changed to PO number assigned in SameDay

8

Ron/Amy will manually update PO number in SameDay

9

TrackCore sends an email notification to Rep to retrieve PO number in SuppliCore

Activating your SuppliCore Account

If you have not already received your invitation to SuppliCore, please email sameday@trackcoreinc.com or call 616-632-2222

STEP 1: ACTIVATION EMAIL

CA SuppliCore Invitation from TrackCore Community Hospital



postmaster@noreply.lpitsolutions.com

To ○ Summer Evans

The domain the email
sends from.



Mon 9/9/2024 9:08 AM

Summer,

TrackCore Community Hospital has sent you an invitation to use SuppliCore. To sign up, click the link or enter it into your web browser. If required, please enter the invite code.

Link: https://supplicoreca.lpitsolutions.com/acceptinvite?invite_code=8DCD0BF9AB084AC

Invite Code 8DCD0BF9AB084AC

The invite code required to
activate your account.

Click this link to redirect to the
login/account setup page.

A SuppliCore account allows you to submit PO Requests to the provider and track their progress.

If you already have a SuppliCore account, log in and add the invite code on your home page.

Replies to this email are not monitored. Contact support@supplicore.com or 616-632-2222 if you have questions or you have received this email by mistake.

CONFIDENTIALITY NOTICE: This message is for the sole use of the intended recipients and may contain sensitive and privileged information or otherwise be protected by law. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender and destroy all copies of the original message.

STEP 2: LANDING PAGE

Login

Invite Code ⓘ (required)

[I don't have an invite code.](#)

Username (required)

Password (required)

✓ Sign In

🗑 Clear Form

[Reset Password](#)

[Create Account](#)

STEP 3: CREATING YOUR ACCOUNT

SUPPLICORE

Create Account

Invite Code ¹ (required)

8DCD0BF9AB084AC

[I don't have an invite code.](#)

Invite code should automatically populate. If not, copy and paste invite code from email.

Email Address (required)

summer.evans@lpitsolutions.com

Password (required)

Confirm Password (required)

☐ Accept the Terms and Conditions (required)

[View terms and conditions](#)

First Name (required)

Summer

Last Name (required)

Evans

Company (required)

Osiris

Phone (required)

Create Account

Cancel

Fill out ALL required fields, accept the terms and conditions, then press create account.

Navigating SuppliCore

NIGHTLY EMAIL UPDATES FOR SUPPLIER REPS ACTIVITY

SUPPLĪCORE

Home

Purchasing Worksheets

PO Requisitions

Help

Summer Evans

Home

TrackCore SameDay

Purchasing Worksheets: [3](#)

PO Requisitions: [1](#)

Click on any of these places to view active
Purchasing Worksheets or PO Requisitions

My Account

[manage my account](#)

Welcome Summer Evans.

You last logged in on 9/18/2024 08:11.

Your password will expire in 81 days.

New Invite Code ⓘ

Save

NIGHTLY EMAIL UPDATES FOR SUPPLIER REPS ACTIVITY

SUPPLĪCORE

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My Account

[manage my account](#)

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Save

THE PURCHASING WORKSHEET SCREEN

SUPPLICORE

Home

Purchasing Worksheets

PO Requisitions

Help

Summer Evans

Purchasing Worksheet List

Search

[show advanced search](#)

Date of Service

MM/DD/YYYY

Patient ID

Case ID

Provider

Search

Clear

+ Add Worksheet

☐	Date Of Service	PW Number	Provider	Surgeon	Patient ID (Case ID)	Total	Status (Rep)	Active
☐	9/17/2024	PW-02-0000001266	TrackCore Community Hospital	Smith, Jonathan	65654354 (542256885)		Pending	Active
☐	9/17/2024	PW-02-0000001264	TrackCore Community Hospital	Boone, Robert D	864748548 (658765987)	\$1,250.00	Hospital Approval (Summer Evans)	Active
☐	8/21/2024	PW-12-0000000052	TrackCore Community Hospital	DR JOE	234234324 (23423423)	\$16,100.00	Rep Approval (Summer Evans)	Active

Edit, view, or split worksheets

1 to 3 of 3 |< < Page 1 of 1 > >|

Merge Worksheets

Easily view the status of your worksheet, and claim your case

EDITING A PURCHASING WORKSHEET

Step 1: Verify all case data

Surgery

Date of Service

9/17/2024

Patient Identifier

65654354

Clinical Reviewer Email

Add Surgeon



 Smith, Jonathan

Provider

TrackCore Community Hospital

Case Identifier

542256885

Clinical Reviewer Name

Add Procedure



 Arthroscopy & ACL Reconstruction Knee, Left

Worksheet Info

PW-02-0000001266

Created Date

9/17/2024 14:26

By Interface

Supplier

Zimmer Biomet Inc

Buyer Code

Status

Pending

Requesting Location

Sales Order Number

Supplier Rep

Summer Evans



New Note

[view notes \(0\)](#)

+ Add Note

EDITING A PURCHASING WORKSHEET

Step 2 : Verify all items, and send for hospital approval

Items

+ Add

Product: 00-6250-065-30 - BONE SCREW 6.5X30 SELF-TAP

Item Number: 6546542

Serial No (Lot No): 6585269 (32568556)

Quantity: 1 Each

Recent Changes:

Disposition: Implanted/Consumed

GL Account:

Unit Price: \$250.00

Billing Mode: Bill And Replace

Expiration Date:

Extended Price: \$250.00

Product: 42-5400-000-32 - All-Poly Patella, 32mm X 8.5mm

Item Number: 37746

Serial No (Lot No): 3266895 (1256856)

Quantity: 1 Each

Recent Changes:

Disposition: Implanted/Consumed

GL Account:

Unit Price: \$500.00

Billing Mode: Bill And Replace

Expiration Date: 1/01/2029

Extended Price: \$500.00

Product: 42-5400-000-32 - All-Poly Patella, 32mm X 8.5mm

Item Number: 37746

Serial No (Lot No): 5468454 (65659825)

Quantity: 1 Each

Recent Changes:

Disposition: Implanted/Consumed

GL Account:

Unit Price: \$500.00

Billing Mode: Bill And Replace

Expiration Date: 1/01/2029

Extended Price: \$500.00

Total: \$1,250.00
Total Line Items: 3

Actions

☒ Save as Pending

☐ Save as Rep Approval

☐ Send for Clinical Approval

☐ Send for Hospital Approval

☐ Cancel Purchasing Worksheet

[action help](#)

HOW TO ADD AN ITEM:

Items

+ Add

Product: 00-8018-032-02 - 12/14 COCR FEMORAL

Item Number: 9999999

Serial No (Lot No):

Quantity: 1 Each

Recent Changes: New item added by Summer Ev

Product: 12345 - 8 HOLE ANKLE PLATE

Item Number: 112233

Serial No (Lot No):

Quantity: 1 Each

Recent Changes: New item added by Summer Ev

Actions

Save as Rep Approval

Send for Clinical Approval

Send for H

Save

Cancel

Item Details

Construct

Product Search

00-6250-065-15

Q

Part Number (required)

00-6250-065-15

Item Number

Serial Number

Expiration Date

Disposition (required)

Implanted/Consumed

Quantity (required)

1

Unit Price (USD) (required)

\$200.00

Change Notes

Product (required)

BONE SCREW 6.5X15 SELF-TAP

GTIN

GL Account

Lot Number

Manufacturer Date

Disposition Reason

Unit of Measure

Each

Billing Mode (required)

Bill Only

OK

+ Add Another

Cancel

Click the add button. Then, utilize our product search tool to autofill all other fields.

view notes (0)

Total: \$1,600.00

Total Line Items: 2

Mode: Bill Only

on Date:

ed Price: \$800.00

Mode: Bill Only

on Date:

ed Price: \$800.00

action help

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SuppliCore Version 2.0.2412

RETRIEVE PO INFORMATION ON PO REQUISITIONS SCREEN

SUPPLĪCORE

[Home](#)

[Purchasing Worksheets](#)

[PO Requisitions](#)

[Help](#)

Summer Evans

PO Requisition List

Search ⓘ

[show advanced search](#)

Provider

Status

PO Number

 Search

 Clear

Provider	PR Number	Date of Service	Patient ID	Total	PO Number	Status	PW Number
   TrackCore Community Hospital	PR-02-0000000704	9/17/2024	457464354	\$1,550.00	PO-80065985	PO Number Assigned	PW-02-0000001265

1 to 1 of 1 ⏪ < Page 1 of 1 > ⏩

RETRIEVE PO INFORMATION ON PO REQUISITIONS SCREEN

Provider

Q Search

Clear

Provider

TrackCore Community Hospital

TrackCore Community Hospital

PO Requisition View

Supplier: Zimmer Biomet Inc

Address:

Phone: Fax:

Supplier Rep: Summer Evans

Email: summer.evans@lpitsolutions.com

Buyer Code: JL

Sales Order Number:

PO Requisition: PR-02-0000000724

Created: 10/23/2024 13:23 by Jesse Liebler

Status: PO Number Assigned

Purchasing Worksheet: [PW-12-0000000052](#)

Note:

Line Number: 1

Serial No (Lot No):

Item Number: 37746

Quantity: 1 Each

Product: 42-5400-000-32 - All-Poly Patella, 32mm X 8.5mm

GTIN: 47789343098957

Billing Mode: Bill Only

Unit Price: \$500.00

Expiration Date:

GL Account:

Extended Price: \$500.00

Line Number: 2

Serial No (Lot No):

Item Number:

Quantity: 8 Each

Product: 4005-00-40 - Austin Moore Stem 40Mm (Lf)

GTIN:

Billing Mode: Bill Only

Unit Price: \$1,950.00

Expiration Date:

GL Account:

Extended Price: \$15,600.00

✓ OK

Print

Hospital: TrackCore Community Hospital

Requester: Ursula Franco

Requesting Location: S1006

Patient ID: 234234324

Case ID: 23423423

PO Code: B0

Bill Code:

PO Numbers

1651165 - \$16,100.00

Total: \$16,100.00

VERIFY INVOICE BUTTON TO EMAIL PDF

Verify Invoice

PO Requisitions

Included PO Requisitions

- ☒ PR-02-0000000704 - Patient: 457464354 (Invoice Requested)
- ☐ PR-02-0000000724 - Patient: 234234324 (Invoice Requested)

Actions

- ☒ Send email request
- ☐ Update status without sending an email

Save

Cancel

Verify Invoice Email

Requester Email

summer.evans@lpitsolutions.com

To Email (required)

Subject (required)

Request invoice for TrackCore Community Hospital

Message

Requesting invoice(s) for the attached information.

CA PO Number attachment

postmaster@noreply.lpitsolutions.com
To Summer Evans

PORequisitions.pdf
67 KB

Requesting **invoice(s)** for the attached information.

Replies to this email are not monitored. Contact support@supplicore.com or 616-632-2222

CONFIDENTIALITY NOTICE: This message is for the sole use of the intended recipients and may contain confidential information. If you are not the intended recipient, please do not review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please

Provider

-    TrackCore Community Hospital
-    TrackCore Community Hospital

UPDATE EMAIL PREFERENCE FOR ACTIVITY REPORTS

CA SameDay Summary for 09/18/2024



postmaster@noreply.lpitsolutions.com

To: Summer Evans

Reply Reply All Forward

Wed 9/18/2024 12:00 PM

Below is a summary of the SameDay activity as it pertains to you and your company.

Purchasing Worksheets

0 Pending Assigned
2 Pending Unassigned
1 Rep Approval
0 Hospital Approval
0 Clinical Approval

PO Requisitions

0 Open
0 PO No Requested
1 PO No Assigned
0 Invoice Requested
0 Pending Payment

SUPPLICORE

Home Purchasing Worksheets PO Requisitions Help

My Account

Profile

First Name (required)

Summer

Last Name (required)

Evans

Company (required)

Oslris

Phone (required)

928-486-7598

Email Address

summer.evans@lpitsolutions.com

Email Preference (required)

Daily

SameDay Access

TrackCore Community Hospital - Grand Rapids, MI
Oslris Therapeutics (Smith & Nephew)
Zimmer Biomet
Zimmer Biomet Inc

Summer Evans

My Account
Messages
Change Password
Sign Out

Sign in to SuppliCore to view your

Contact SuppliCore Support at support@supplicore.com or 616-632-2222 to update your email address or SameDay access.

Save

Cancel

For additonal help:

SAMEDAY@TRACKCOREINC.COM

616-632-2222