



# NYC Ventilator Stockpile Program

MyAgiliti Procedures

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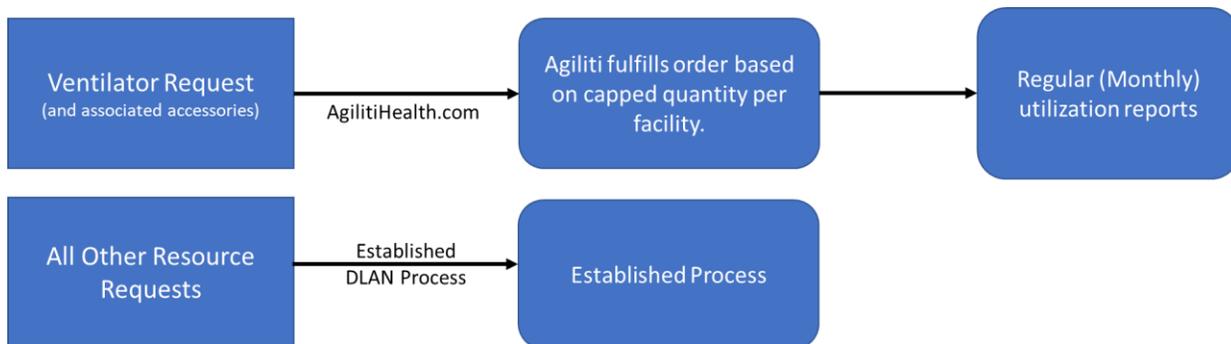
## STOCKPILE PURPOSE

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

## FAQ SHEET

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### 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
  - Vyair 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](mailto: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

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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, Agility 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
    1. You will receive a call from Agility representatives if questions exist for requests above allocation
5. **Return workflow is in place through your account on AgilityHealth.com**
  1. If a ventilator is no longer in use, you must log back into you AgilityHealth.com account and request a pickup

## CONTACTS

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### AGILITY CONTACTS

- ▶ John Cangelosi, Director – Northeast Logistics Operations
  - ▶ Email: john.cangelosi@agilityhealth.com
  - ▶ Mobile: 973-930-0840
- ▶ Joe Bourgeois, Operations Supervisor – NYC Program
  - ▶ Email: joseph.bourgeois@agilityhealth.com
  - ▶ Mobile: 862-233-1436
- ▶ Josh Dirkson, Operations Manager
  - ▶ Email: joshua.dirkson@agilityhealth.com
  - ▶ Mobile: 973-862-2553

## TECHNICAL SUPPORT / EQUIPMENT MANUALS

Ventilator	Tech Support Hotline	Quick Reference Guides
<b>Hamilton T1</b>	800-426-6331	Allegro*: <a href="https://vta.allego.com/home.do">https://vta.allego.com/home.do</a>
<b>GE CareScape R860</b>	800-437-1171	Allegro*: <a href="https://vta.allego.com/home.do">https://vta.allego.com/home.do</a>
<b>VyAire BellaVista 1000</b>	800-754-1914	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>

\*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



OR

- ▶ <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.

The screenshot displays the MyAgility web application interface. At the top, there are navigation tabs: "MyAgility Home", "Medical Equipment Rental", "Medical Equipment Services", and "Logout". Below the navigation is a dark blue header area containing the "agility" logo on the left, the user's name "Shawn Priester" and account ID "Bronx Lebanon Hosp Ctr - 187448" in the center, and "Service CORPORATE DIVISION" and "Sales" on the right. A "TRAINING SITE" label is positioned below the logo. A "My Cart" widget on the right shows "0 Item Currently in Cart" and "Last Item Added". The main content area is titled "Welcome to MyAgility" and features a "My Equipment" section with the heading "Order and Manage Equipment with MyAgility". Below this heading, a text block explains that users can order and manage equipment online by selecting "Order Rental Equipment" or "Manage Rental Equipment". A prominent blue button labeled "Order Rental Equipment" is located at the bottom of this section. On the left side of the main content area, there is a "MyAgility" sidebar with buttons for "Order Equipment", "Manage Rental Equipment", "My Profile", and "Help/FAQ".

# EQUIPMENT ORDERING

- ▶ Log in to MyAgiliti
  - ▶ Click on *Order Equipment*
  - ▶ Select *Order Approved Equipment*

## My Approved Equipment List

**My Cart**  
 0 Item Currently in Cart  
 Last Item Added

**MyAgiliti**

MyAgiliti Administration

**Order Equipment**

Order Approved Equipment

Browse Equipment Catalog

Search Equipment Catalog

View Quick Orders

**Manage Rental Equipment**

**My Profile**

Help/FAQ

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Equipment Name†	Agiliti/UHS Item Code	Manufacturer	Approved	Add To Cart
NYC Ventilator Program: Bellavista	1AD	Vyaire		Quantity: <input type="text" value="1"/>
NYC Ventilator Program: CARESCAPE™ R860	1AC	GE		Quantity: <input type="text" value="0"/>
NYC Ventilator Program: HAMILTON-T1	1AB	Hamilton		Quantity: <input type="text" value="0"/>

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**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.

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

- ▶ 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*

**My Approved Equipment List**

MyAgiliti

MyAgiliti Administration

Order Equipment

Order Approved Equipment

Browse Equipment Catalog

Search Equipment Catalog

View Quick Orders

Manage Rental Equipment

My Profile

Help/FAQ

Equipment Name↑	Agiliti/UHS Item Code	Manufacturer	Approved	
NYC Ventilator Program: Bellavista	1AD	Vyaire		Quantity: 1
NYC Ventilator Program: CARESCAPE™ R860	1AC	GE		Quantity: 0
NYC Ventilator Program: HAMILTON-T1	1AB	Hamilton		Quantity: 0

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Add To Cart

Add To Cart

Page [1] of [1] Previous 1 Next

- ▶ Confirm the Quantity of each ventilator before selecting *Checkout*

**TRAINING SITE** > Bronx Lebanon Hosp Ctr - 187448

**My Cart**  
You currently have the following equipment in your cart.

MyAgiliti

Order Equipment

Manage Rental Equipment

My Profile

Help/FAQ

Description	Agiliti/UHS Prefix	Manufacturer	Update Quantities
<input type="checkbox"/> NYC Ventilator Program: Bellavista	1AD	Vyaire	Quantity: 1

Total Items: 1

Remove Selected

Find More Equipment

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*

by phone if there are any issues filling your order.

**MyAgiliti**

- Order Equipment
- Manage Rental Equipment
- My Profile
- Help/FAQ

Delivery Address
Return to Cart
Place Order

**Generic Hospital**

P.O. Number  
NYC Stockpile

Notes/Additional Instructions

**Note:** Please do not include patient names, room numbers, or any other PHI in this box. If you wish to include patient information in this order, please do so at the 'My Cart' page.  
**Note:** Product types and quantities are not guaranteed. Agiliti will contact you if this order cannot be fulfilled, or if substitutions are available.

**Contact Information**

Please provide the best contact name and number for this order. Before any order is filled, Agiliti will call to confirm.

Primary Contact	Alternate Contact
First Name <input type="text" value="Shawn"/>	First Name <input type="text"/>
Last Name <input type="text" value="Priester"/>	Last Name <input type="text"/>
Phone Number <input type="text" value="(952)826-7750"/>	Phone Number <input type="text"/>
Phone Extension <input type="text" value="7750"/>	Phone Extension <input type="text"/>

**Cart Contents**

Description	Agiliti/ UHS Prefix	Manufacturer	Quantity
NYC Ventilator Program: Bellavista	1AD	Vyaire	1

Return to Cart
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

**Quality and Service**  
 Agiliti will contact you by phone if there are any issues filling your order.

**MyAgiliti**

Order Equipment

Manage Rental Equipment

My Profile

Help/FAQ

**Thank you for your recent equipment delivery request.**

Your order is currently being processed. Please note: product types and quantities are not guaranteed. Agiliti will contact you if this order cannot be fulfilled, or if substitutions are available.

**Confirmation Information**

<b>Primary Contact</b>	<b>Alternate Contact</b>	<b>Total Items 1</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<b>Confirmation Number 1120649</b>

**Delivery Information**

<b>Delivery Location</b>	P.O. Number NYC Stockpile Add Notes on where to deliver to if applicable
<input style="width: 100%;" type="text"/>	

**Order Details**

Description	Agiliti/UHS Prefix	Manufacturer	Qty	UoM	Patient Name
 NYC Ventilator Program: Bellavista	1AD	Vyair	1		

Print Confirmation

## 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](mailto:smpriester.sme@uhs.com)

Account Number: [redacted]  
Account Name: [redacted]  
Address 1: [redacted]  
Address 2:  
City: [redacted]  
State: [redacted]  
ZipCode: [redacted]

Primary Contact: [redacted]  
Primary Phone: [redacted]  
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 - BELLAVISTA 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*

The screenshot displays the MyAgiliti user interface. At the top, it shows the user's location as 'TRAINING SITE' and 'Bronx Lebanon Hosp Ctr - 187448'. A 'Sales' link is visible in the top right. The main header area includes a 'Welcome to MyAgiliti' message, the Agiliti logo, and a 'My Cart' section indicating '0 Item Currently in Cart' and 'Last Item Added'.

The left sidebar contains several navigation buttons: 'Order Equipment', 'Manage Rental Equipment' (highlighted), 'View Equipment On-Site', 'Search Equipment On-Site', 'View Stored Equipment', 'Request Pickup', 'My Profile', and 'Help/FAQ'. A mouse cursor is pointing at the 'View Equipment On-Site' button.

The main content area is titled 'My Equipment' and contains the following text:
 

**Order and Manage Equipment with MyAgiliti**  
 MyAgiliti allows you to order and manage your equipment online. Select either "Order Rental Equipment" or "Manage Rental Equipment" below to get started.

Below this text is a large blue button labeled 'Order Rental Equipment'.

Further down, there are two sections:
 

- My Approved Equipment List** ▶: Browse and order from your facility's custom catalog of equipment.
- Search the Catalog**: Click below to begin your search.
- Browse the Equipment Catalog**: Click on a category below to browse the catalog.

- ▶ 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*

View Equipment On-Site

**My Cart**  
 0 Item Currently in Cart  
 Last Item Added

**MyAgiliti**

[Order Equipment](#)

[Manage Rental Equipment](#)

[View Equipment On-Site](#)

[Search Equipment On-Site](#)

[View Stored Equipment](#)

[Request Pickup](#)

[My Profile](#)

[Help/FAQ](#)

**Refine this List** [Change Parameters](#)

Filter by : Prefix  [Filter List](#)

**Note:** Please click View Details to select equipment.

[Pickup Selected](#) ✓ - Marked for Pickup. Page [1] of [1] Previous **1** Next

Description	Agiliti/UHS Prefix		Manufacturer
	BELLAVISTA 1000 VENT, NEWYORK CITY- OWNED	1AD	VYAIR
<a href="#">View Details</a> <a href="#">Bulk Pickup</a>			
Unit	Serial #	Delivery(III)	Pick Up
<input checked="" type="checkbox"/>	100	HCFB50316	08/23/2012
			<a href="#">INSPECTIONS:</a>
			On Site

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- ▶ 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*

## Rental Equipment Pickup List

**My Cart**

0 Item Currently in Cart  
Last Item Added

**MyAgiliti**

**Order Equipment**

**Manage Rental Equipment**

View Equipment On-Site

Search Equipment On-Site

View Stored Equipment

Request Pickup

**My Profile**

**Help/FAQ**

**Pickup Location**

Hospital

Notes/Additional Instructions

**Note:** Please do not include patient names, room numbers, or any other PHI in this box.

**Items to Pickup - General Request**

**Request Pickup**

Prefix	Unit #	Qty	Location	Description
<input type="text"/>				
<input type="text"/>				

**Items to Pickup - On-site List - 1 item(s) requested to be picked up.**

**Confirm Pick Up**

Add Equipment for Pickup

Description	Agiliti/UHS Unit Prefix	#	Pickup Location (FLR/DEPT)	On Date	Off Date	Replacement?	Reason
<input type="checkbox"/> NYC Ventilator Program: Bellavista	1AD	100	<input type="text"/>			<input type="checkbox"/>	<input type="text"/>

**Confirm Pick Up**

- ▶ Below is an example of the Confirmation page
  - ▶ Print Confirmation is optional but recommended

**Pick Up Request Confirmation**

**MyAgility**

- Order Equipment
- Manage Rental Equipment
- My Profile
- Help/FAQ

**Confirmation/Tracking 1120650**

**Delivery Location** [Redacted] **Notes/Additional Instructions**

**Items for Pick Up**

Agility/UHS Prefix	Unit #	Quantity	Location	Description	Replace Reason
1AD	100	1		NYC Ventilator Program: Bellav No	

**Print Confirmation**

## Pickup Confirmation Email Example

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](mailto:smpriester.sme@uhs.com)

Account Number: [REDACTED]

Account Name: [REDACTED]

Address 1: [REDACTED]

Address 2:

City: [REDACTED]

State: [REDACTED]

ZipCode: [REDACTED]

\*\*\* Notes / Additional Instructions \*\*\*

none

Equipment Details are listed below:

\*\*\* Pickup Request \*\*\*

--Item 1

Item code: 1AD - BELLAVISTA 1000 VENT, NEWYORK CITY-OW

Unit #: 100

Quantity: 1

Location: n/a

Description: NYC Ventilator Program: Bellav

Replacement: no

Patient Info: ### Protected ###