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 issuing, 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. The first screen of questions opens. Select the answer(s) that best describes what the mother needs, then click Next Question.

3. If none apply, click Next Question.
4. If any of the first set of questions is checked, a multi-user pump will be recommended for assignment. The recommended pump is highlighted in blue. Proceed to step 8.
5. If none of the answers pertain to the participant and none of the boxes are checked, click **Next Question**.

6. This will bring up a screen with another set of questions regarding exclusivity. Selecting one of the first three answers of the exclusivity question will assign a single-user electric breast pump (highlighted in blue). Proceed to step 8.
7. Selection of the last two choices of the exclusivity question will result in the assignment of a single-user manual breast pump (highlighted in blue). Proceed to step 8.

8. Once the breast pump is selected in the Breast Pump Assignment grid, scroll down to find the Breast Pump Inventory grid (indicating available inventory in your clinic). Select the breast pump to be issued from the list of pumps available by clicking on it.
9. Scroll all the way down and open the **Breast Pump Inventory Detail** grid by clicking on the small arrow next to the title.

10. 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.
11. Click **Capture Signature** and have the participant sign the signature pad.

12. Click **Save**. A message will pop up indicating that the pump was successfully issued.
13. 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.

14. Once the form is completed scan it back into Crossroads.