Wyoming Department of Health

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Thomas O. Forslund
Director

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Governor

Checklist for 340B Contraceptive Purchasing

☐ PHN office has undergone a 340B audit in the last 12 months.
Date of audit _____
If your office has not had an audit in the last 12 months, you can request one! Please contact Samantha Birch at samantha.birch@wyo.gov or 307-777-6563 and coordinate the best time for an audit.

☐ PHN office has established a 340B account with a pharmaceutical supplier. Your 340B ID Number (to set up that account) can be found at https://340bopais.hrsa.gov/ or you can contact the CDU for that number.
340B ID _____
Supplier_____
Account Number _____

☐ List funding source(s) for contraceptive purchase
_____
_____
_____

☐ PHN nursing office agrees to report all 340B purchases to CDU by uploading scanned invoices into the 340B Contraceptives folder on the Google drive.

☐ PHN office agrees to report all distribution of contraceptives on the 340B Contraceptives form on the Google drive. These logs must be filled out monthly, by the 7th day of the month.

Public Health Nursing Office _____

County Nurse Manager _____

Nurse Manager Signature _____

Date _____

Please submit this completed form by fax to 307-777-5279 or email to cdusupplies@wyo.gov. Once this form has been submitted and reviewed for completeness, the CDU will create the Google drive documents you need for reporting and email you the link.