

Kia ora koutou

We are sending this communication through your Primary Health Organisation, GP College and the rural GP network to assure that we cover all general practice.

During the response to COVID-19 and Alert Level requirements you may have been receiving Personal Protective Equipment (PPE) from your local DHB. In some cases, you may have ordered PPE directly from the Ministry of Health via the online portal. This was done to ensure you received enough PPE for your facility to respond to COVID-19 outbreaks in your community.

We recently provided PPE supplies to all general practice where swabbing is taking place. This was done under the advice that some of you were unable to source PPE or were not receiving PPE from your local DHB or PHO.

To ensure each practice receives sufficient PPE to continue swabbing (and to avoid over supplying) the Ministry is now enabling all general practice to set up an account to order PPE directly from the Ministry through Healthcare Logistics (HCL) or OneLink in Alert Levels 2, 3, or 4, in line with the [principles of supply](#) outlined on the Ministry website and all Alert Levels for conducting swabbing.

This will allow you to have better control over your orders and order quantities proportionate to demand.

This new ordering system will be in place at the latest from the end of November 2020. There are few things you need to know first:

- As Alert Levels change, so will your PPE requirements - we suggest you regularly check the Ministry's [principles of supply](#) and Infection Prevention and Control Risk assessment information to ensure you understand what PPE can be provided.
- The Ministry has set up an online portal that you will be able to log into and order the PPE you require – some of you will already have access to this portal.
- You do not have to use the online portal and order PPE from the Ministry – you are welcome to make alternative arrangements.
- You will need to set up an account to place future orders and receive PPE.
- To open an account and gain access to the online portal you will need to run through the standard credit process even if you already have an account with HCL or OneLink, however we are not currently planning to charge for PPE.
- To order from the online portal you will first need to complete a credit application form. If you are located in Northland, Auckland, Waitemata or Counties Manukau please fill out the OneLink form and email it to [greg.northwood@onelink.co.nz](mailto:greg.northwood@onelink.co.nz). For all other regions please fill out the HCL form and email to

mohppeordering@prnzl.co.nz. Please also make a note on the form if you are conducting COVID swabbing.

- Under the new system orders will close at 5pm on a Monday and will be dispatched within 48 hours (usually on the Wednesday).
- The current Ministry's principles of supply indicate the Ministry will continue to supply PPE to you at no cost in Alert Levels 2, 3, or 4 , however you should be aware that this is not a long term arrangement.

If you have any questions, please contact the Ministry COVID-19 Health Supply Chain team at: [COVID.HealthSupplyChain@health.govt.nz](mailto:COVID.HealthSupplyChain@health.govt.nz)