Breastfeeding Supplies

Issuing breastfeeding supplies is done through the Breast Pump Issuance screen. A conversation between the participant and the Breastfeeding Coordinator, Lactation Consultant, Peer Counselor or CPA is necessary in order to ensure that the proper supplies are being issued based on the participants needs and in accordance with NC WIC Program policy. Please refer to Chapter 9, Section 5 for information on breastfeeding supplies.

1. To issue breastfeeding supplies, go to Family Services > Breastfeeding Support > Breast Pump Issuance

2. The first screen of questions opens. In order to access the supplies list, a box must be checked (even if none apply). Then click Next Question.
3. The **Breast Pump Supplies** grid box appears under the **Breast Pump Assignment** grid box.
4. Select the supply you need by clicking on it in the grid box.

5. Click on the Quantity Issued field next to that item. This will allow you to put in the amount of the item you want to issue. Be sure there is enough quantity in stock.
6. Scroll down and open the Breast Pump Inventory Detail arrow.
7. The Secondary Contact Information grid opens. Fill out the participant’s information. Note: these fields are required in order to continue with issuance.
8. Capture the participant’s signature.
9. Click Save.
10. A status message appears indicating that a supply was issued.