


DEPLETED OXYGEN SENSOR PROCESS.

Open the packaging and empty the depleted sensors into the box provided. (Take care when handling the sensors as they can sometimes cause irritation to the skin)

Bring up the contact details of the person who has returned the sensors in both Goldmine & Intrastats (they should have filled in the returns form).

Double-check that the address on the returns form matches in Goldmine, as we will be sending a letter to the return address.

Book the returned sensors into Intrastats by clicking the Sensor Recycle button on the

contact's page. 

Select the sensor manufacturer, the model number and the number of that particular sensor returned – then click “commit”. This will take you back to the contact's page so you will need to click the Sensor Recycle button again to see the list of sensors you have entered. Repeat process as necessary. (If Viamed offer an alternative/compatible sensor our part number will be shown in brackets on the far right).

Once all sensors are entered onto Intrastats, go to Goldmine to generate the letter.

As you already found the persons details earlier, just click ‘Write’ and select the Oxygen Sensor Disposal template. The letter will open in Word with all the contact details automatically filled in.

If the Oxygen sensors you booked in were from other manufacturers and we have an alternative sensor, then we need to add a table to the letter to demonstrate our model & part number against the ones they returned. Example attached.

*(Please note: the table is not necessary if Teledyne, Viamed or Maxtec manufactured **all** of the sensors returned. This is because our model numbers are already the same. Only include the sensors from manufacturers with different model/part numbers.)*

Print the letter onto Letterhead paper. Sign it, and post in an A5 envelope along with a price list (highlighting any alternatives you have mentioned), and a new disposal pack.

Save the letter in U:Drive > Year > Month > “Letter – Oxygen Sensor Disp – Hospital Name – Date Backwards”.

The letters are sent 2nd class.

Throw the depleted sensors into the blue metal bin in the office.

Mr David Shiells
Medical Electronics
Borders General Hospital
Melrose
Borders
TD6 9BD
Scotland

13 March 2014

Dear Mr Shiells,

Viamed Oxygen Sensor Disposal Service

You recently returned your depleted oxygen sensor(s) to us using our oxygen sensor disposal service.

We thank you for using this service and hope that you will continue to do so in future.

OEM Manufacturer	OEM Part Number	Viamed Model Number	Viamed Part Number
Nellcor Puritan Bennet	4-072214-00	MAX-16	0110416
Datex Ohmeda	6050-0004-110	R-30V	0110040

Please find enclosed our oxygen sensor price list, which details the quantity discounts available and free of charge delivery that applies to our entire range of oxygen sensors, along with extra sensor returns bags.

Should you require further information on our range of oxygen sensors, please do not hesitate to contact a member of our sales team on 01535 634 542, between the hours of 09:00 and 17:30.

Yours sincerely,

Sophie Lines
Sales Administrator

