

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

CODE: 2.07.6
DATE: 3/1/11
REVISED: 4/19/22
APPROVED: Tinh Tran, Pharm. D

SECTION: **CLINIC PHARMACY
OUTPATIENT SERVICES**
SUBJECT: **AFTER-HOUR DISCHARGE/PASS
PRESCRIPTIONS**

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POLICY:

Currently, the Outpatient Pharmacy is open only on weekdays from 8:00 AM to 6:00 PM and closed on weekends and holidays. If a patient requires discharge or pass medications after hours, the Nursing unit or Administrative Nurse Supervisor will contact a pharmacist in the inpatient pharmacy who will provide the service following these procedures. This policy pertains to patients without any benefit coverage or ability to pay and will be effective during the hours of 10:00 AM through 4:00 PM on weekends and holidays.

PROCEDURE:

1. Inpatient pharmacist will contact the on-call Outpatient Pharmacy technician.
2. Upon arrival, the on-call technician will report to the inpatient pharmacy.
3. The inpatient pharmacist and the outpatient pharmacy technician will go to Outpatient Pharmacy to reconcile (medication reconciliation), process, fill and check the discharge/pass prescription(s).
4. Once the prescription(s) is/are ready, the pharmacist will call the unit for staff to come to the outpatient pharmacy to pick up the prescription(s). Staff are required to bring the patient's sticker label. Only a licensed nurse (RN, LVN, etc.) or physician can pick up controlled substance prescriptions. The staff member must sign the discharge medication log.
5. The pharmacist will set the Outpatient Pharmacy alarm, lock the pharmacy door and return to Inpatient Pharmacy.

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Approved By: *Ben Arndt*