

**POLICY AND PROCEDURE MANUAL**

**PHARMACY SERVICES**

SECTION: **CLINIC PHARMACY**  
**OUTPATIENT SERVICES**  
SUBJECT: **INTRODUCTION**

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POLICY

The activity generated for pharmacy services that is through the Outpatient Pharmacy is as follows:

1. Prescriptions - from clinics, in addition to Medicine, Neurorehabilitation, Neurology, and Surgery offices, pass medications, discharge medications, and refills
2. Controlled substance handling and storage - Schedule II, III, IV and V drugs
3. Data processing - outpatient pharmacy terminals as outlined in the Los Angeles County Terminal Operators manual
4. Files (including electronic) - prescription files, controlled substance files, physician signature with corresponding license and DEA files, and personnel files
5. Licenses - pharmacist licenses, pharmacy technician licenses, pharmacy license, pharmacy DEA license
6. Clinic inspections
7. Drug information; patient consultation/education and healthcare provider drug information

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