

**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

SECTION: **INPATIENT PHARMACY SERVICES**

SUBJECT: **MEDICATION REFERRAL PACKET**

CODE: 3.24.5  
DATE: 9/30/96  
REVISED: 4/19/22  
APPROVED: Thinh Tran, Pharm. D.  
MEC APPROVED: 10/22/2014  
Page 1 of 2

**POLICY**

To facilitate medication continuity, prior to patient's approval to be transferred to RLANRC from other facilities, the Central Admissions and Referral Office (CARO CRS) will fax the patient's medication information to the Inpatient Pharmacy prior to admission to assure medications will be available. This will allow Rancho's Pharmacy to review medications that the patient is presently receiving, provide medication availability, alternatives, turn-around-time, and allow Rancho's physicians the opportunity to make formulary medication therapeutic substitution in a timely manner.

**PROCEDURE**

1. CARO CRS admits patients Mondays-Fridays from 0800-1800.
2. CARO CRS will request a copy of the patient's current medication information from the referring facility prior to admission and will fax this information to the Inpatient Pharmacy at extension 56592 and will follow up with a phone call at either extension 57234 or 57235 to verify that the medication information was received.
3. An inpatient pharmacist will review the patient's current medication information to determine the status of the medications; critical (a missing dose may cause a serious negative outcome) or non-critical, the medication(s) are in stock, and relay whether the medication list is ok or if a critical medication has been detected and needs further action to CARO CRS at extension 56554. The expected turn-around-time to review the MAR and communicate back to CARO CRS is within 2 hours.
  - a. If a medication is not stocked, the pharmacist will relay that information to CARO CRS at extension 56554 with the reason and availability. (Normal turn-around-time to approve a non-formulary drug and procure the drug is 48 hours Mondays-Thursdays and longer on Fridays, weekends, and holidays). The pharmacist will identify the out-of-stock medication as one of the following:
    - i. Formulary medication but not normally stocked at Rancho; oncology drug, transplant drug, etc.
    - ii. Specialty pharmacy drug that is dispensed only by specialty pharmacies.

Reviewed: 8/12/14ll, 11/15/2018bdk, 4/19/2022 TT

Approved By: 

**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

SECTION: **INPATIENT PHARMACY SERVICES**

SUBJECT: **MEDICATION REFERRAL PACKET**

CODE: 3.24.5  
DATE: 9/30/96  
REVISED: 4/19/22  
APPROVED: Think Tran, Pharm. D.  
MEC APPROVED: 10/22/2014  
Page 2 of 2

- iii. Non-formulary medication that will require a prior authorization through DHS before Pharmacy is able to procure the drug.
  - iv. Drug shortage and drug is not available.
  - b. If the medication is deemed critical, the pharmacist will recommend an alternative medication(s) to the referring clinician. If the patient will be admitted and there is no other critical alternative medication acceptable/available, CARO CRS will inquire if the patient has his/her own medication and if the medication can be brought in with the patient. If not, the pharmacist will try to borrow the medication from the referring hospital or surrounding hospitals.
- 4.. If the referring facility does not comply with Rancho's request for the medication sheet, the patient's medication information will be faxed to the Inpatient Pharmacy at (562) 385-6592 as soon as CARO CRS receives the packet and call Ext. 57234 or 57235 to confirm that the fax was received.
- a. A cover sheet will accompany the fax with the following information listed:
    - (1). Patient's name
    - (2). Rancho number
    - (3). Unit assigned
    - (4). Admit date