

**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

SECTION: **INPATIENT PHARMACY SERVICES**

CODE: 3.02.0  
DATE: 8/16/93  
REVISED: 12/28/2018, 4/19/22  
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SUBJECT: **REQUISITION FOR MEDICATION AND  
UNIVERSAL DRUG ACTION FORM (HH141-F6U663)**

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PROCEDURE

- A. Requisitioning medications requires that personnel filling out the U-Form do so in accordance with an established format.
1. Area (or unit) must be indicated.
  2. The form may be prepared by any designated employee (Clerk, L.V.N., R.N., Pharmacy Technician, Pharmacist).
  3. The form must be approved by a licensed person other than the one who prepared it (R.N., Supervising R.N., Pharmacist, Supervising Pharmacist).
  4. The "requisition" box is checked.
  5. Medications are to be listed under "medications" section. Indicate quantity desired in the "quantity ordered" column.
  6. Keep originator "yellow" copy of the U-Form for reference to avoid outpatient ordering.
- B. Pharmacy Service
1. Requisitions (U-Forms) may be sent to the pharmacy and will be filled within 24-hours.
  2. Request for narcotics and other DEA medications may be made on requisition U-form or prescription (for clinics). If using the form, the filled out form or the form may be brought by nursing personnel directly to the Inpatient Pharmacy. The filled orders may be picked up by licensed nursing personnel.
  3. All medications will be checked by a pharmacist prior to leaving the Department.
- C. Transfers of Medications
1. Check the "Transfer" box.
  2. Check appropriate box under "Transfer is Between."
  3. List medications.
  4. Keep the yellow copy for reference to avoid duplicate ordering.
  5. Receive green copy after processing and receipt of medication.
- D. Approved List of Medications for Stock
1. Requisitions for medications and quantities must be checked against the approved list for the unit/clinic.
  2. Requests to add or delete a medication are submitted to the Director of Pharmacy and approved or disapproved through the P&T Committee dependent on the needs of the unit/clinic and safety of the medication to that unit/clinic.

Reviewed: 4/19/22 TT

Approved By: 