

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **UNIT DOSE MEDICATION UNITS**
SUBJECT: **ISSUING MEDICATIONS**

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PAGES: 1 of 1

POLICY

Electronic orders are sent to the Inpatient Pharmacy from the patient care units and the drug orders, including the number doses/day required, are verified by the pharmacist via the electronic health record (EHR). The technician and pharmacist, working in tandem*, fill the cassettes using the EHR Medication Batch Fill Report for the following day's delivery. *Any doses that deviate from the dosage form placed in the cassette, which require decision-making on the part of the nurse, will have attached to the dosage form an orange sticker, which indicates: "CAUTION: DOSAGE STRENGTH DIFFERENT FROM ORDER. USE APPROPRIATE AMOUNT."* The pharmacist checks medication placed in the cassette for accuracy. A 24 hour supply of medication is issued to each patient.

* short-staffing situations and on weekends may require the technician to fill the cassettes and the pharmacist to check the finished product

Reviewed: 5/1/2014, 11/15/2018bdk, 4/19/2022 TT

Approved By: 