



**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **UNIT-DOSE MEDICATION UNITS**
SUBJECT: **UNIT-DOSE PRE-PACK PROCEDURE**

CODE: 4.08.0
DATE: 6/7/2011
REVISED: 4/19/22
APPROVED: Thinh Tran, Pharm.D.
MEC APPROVED:
PAGES: 1 of 2

PURPOSE:

Standardize operation of the unit-dose packager as well as imprint a barcode for the respective unit-dosed medication.

PROCEDURE:

- Turn on computer and wait for the main screen and menu
- Press F2 on the Main Screen
- Press F2 again to “CREATE NEW LABEL” (or pick an existing label in the system)
- Type in information
 - Drug name (med font)
 - Trade name (small font) *small font will be blank on the right side (see example)
 - Strength (med font) *if no trade name place strength on the second line, med font.
 - *Space (small font)*
 - Manufacture (small font)
 - Lot# YYYYMMDD-last four digits of the mfg lot# (small font)
 - *Space (small font)*
 - Expiration Date: MM/01/YY (med font) *1 year unless actual expiration date is sooner
- After completion of label information Press F4 (toggle barcoding), a pop-up box will appear.
- Barcode type should be highlighted. If not use arrow keys to get to barcode type:
 - Press SPACEBAR, scroll down to CODE 128, Press ENTER
 - Highlighted readable, Press SPACEBAR to change to YES
 - Press ENTER 3 times
 - On “Start Value” enter number 1
 - Press ENTER
 - The Barcode window will show:
 - Enter in the barcode as described below.
 - Verify all information
 - Toggle centering (F2) for each line.
 - Toggle font size (F7). *See correct font size above.*
- Document information in the Pre-Pack log book

To determine barcode number:

NDC xxxxx-xxxx-xx

- The first group is the manufacture
- The second group it the medication information
- The third group is the package form

The barcode that we will be using consists o f the last 3 numbers in the first group, and the first 4 numbers in the second group.

Reviewed: 7/25/14bsj, 11/15/2018bdk, 4/19/2022 TT

Approved By: *Ben Arndt*

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Example:

If the NDC number for the product is **0121-0530-05**

The unit dose barcode will be **1210530**

* There may be a NDC# where the second group of numbers will only contain 3 numbers, example:

The NDC number will be **66553-001-01**

In this instance the unit dose barcode will be **5530001**. A "0" (zero) will be added to the second group

** If no NDC# is found on the bottle. See a Supervisor.