

**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

SECTION: **PROCUREMENT**

CODE: 7.04.0  
DATE: 12/20/84  
REVISED: 4/19/22  
APPROVED: Tinh Tran, Pharm.D.  
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SUBJECT: **EMERGENCY ORDER FOR MEDICATION BY PHARMACY SERVICES**

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POLICY

The Department of Pharmacy will arrange for procurement of emergency medication.

PROCEDURE

1. Pharmacy procurement will call DHS Central Procurement to order the product on an emergency basis.
2. If medication is unavailable through wholesaler or the patient has a need before the medication is expected to arrive, then a pharmacist or pharmacy staff will call to borrow first from another county facility then from an outside local pharmacy. The county and local pharmacy's name and phone numbers are listed in the Loan/Borrow book.
3. If not available through any of above sources, a call will be placed with the drug company representative for assistance.
4. The pharmacy supervisor or a pharmacist will arrange for pick-up of needed medication if borrowing can be arranged. For after-hours emergency pick-up see P&P 3.30.0 (After-Hours Loaning/Borrowing of Medications).
5. Drugs picked up from County or community hospitals will be returned as soon as possible, or be billed or replaced as per lending facility policy and procedure.
6. Medications obtained will be documented on the Universal Drug Transaction Form (County facilities) or the Loan/Borrow form located in the Loan/Borrow book. The Universal Drug Transaction Form will be completed as stated in Policy 3.02.0.
7. For Non-County entities, in accordance to the Drug Supply Chain Security Act (DSCSA), the transaction information including the source of the medication and transaction history will be obtained for each medication (see P&P 7.19.0)

Reviewed: 7/8/2014bdk, 4/19/2022 TT

Approved By: 