



**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

CODE: 7.05.0
DATE: 1/4/85
REVISED: 4/19/22

APPROVED: Think Tran, Pharm.D.

SECTION: **PROCUREMENT**

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SUBJECT: **MEDICATION REQUESTED BY ANOTHER FACILITY**

POLICY

Medication requested by another hospital may be supplied provided that:

1. Amount issued does not exceed the emergency needs of the requesting facility.
2. The medication does not deplete the supply necessary to meet the needs of the hospital.
3. The medication requested is a non-controlled medication. Controlled medication can be loaned on a case by case basis.

PROCEDURE

- A. The pharmacist or pharmacy manager will prepare the Loan/Borrow form (located in the Loan/Borrow book) which will include the following information:
 1. Name and phone number of requesting facility.
 2. Name of the pharmacist requesting the medication.
 3. Name, strength, and quantity of medication.
 4. Name, date, and signature of person picking up medication (with verification by pharmacist).
 5. The name of the pharmacist dispensing the medication.
- B. The borrowing facility will be responsible for returning the medication as soon as it is available.
- C. Upon receipt of the medication, notation will be made on the Loan/Borrow form, signed and dated by the pharmacy personnel receiving the medication
- D. A file will be maintained.
- E. For Non-County facilities, in accordance to the Drug Supply Chain Security Act (DSCSA), the transaction information including the source of the medication and transaction history will be provided for each medication (see P&P 7.19.0).

Reviewed: 7/11/2014bdk, 11/29/2018bdk, 4/19/2022 TT

Approved By: *Ben Arndt*