

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

CODE: 7.10.1
DATE: 9/13/12
REVISED: 12/27/2018, 4/19/22
APPROVED: Thinkh Tran, Pharm.D.

SECTION: **PROCUREMENT**

SUBJECT: **PROCUREMENT OF
RADIOPHARMACEUTICALS**

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POLICY

Radiopharmaceuticals will be procured under the oversight of the Pharmacy.

PROCEDURE

- Ordering
 - The Radiologist or Radiology technician under the supervision of a Radiologist shall prepare the radiopharmaceutical order.
 - The pharmacy will place the order online with the DHS Pharmacy Affairs Procurement
 - The procurement personnel will prepare the order and then transfer the order to Cardinal Order Express.
 - A Procurement personnel does a final review of the order in Order Express.
 - The Order Express order is then exported to DHS Central Procurement.
- Receiving
 - Upon delivery of the radiopharmaceutical order the Radiology Department designee shall check in the order and sign the packing slip. The original packing slip is given to the Pharmacy personnel and a copy is made for the Radiology Department.
 - Pharmacy procurement personnel for the facility will forward both packing slip and invoice to the Pharmacy Affairs Procurement Department for invoice processing and payment.

Reviewed: 7/24/2014bdk, 11/28/2018bdk, 4/19/2022 TT

Approved By: 