

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **PERSONNEL RELATED POLICIES**

SUBJECT: **INTRUSION ALARM SYSTEM**

CODE: 9.20.0
DATE: 8/15/86
REVISED: 1/27/17, 4/19/22
APPROVED: Tinh Tran, Pharm.D.
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POLICY

The Outpatient Pharmacy possess an alarm system, which must be utilized to secure the inventory when the pharmacy is closed.

PROCEDURE

A. Opening Procedures

All entries are monitored via a wireless printer. In addition, Allen Alarm keypad deactivation by entering pharmacist-specific four number code allows for entry.

B. Closing Procedures

Activate Allen Alarm by entering pharmacist-specific four number code.

C.

Precaution

1. If alarm is activated when the pharmacy is closed – The Sheriff will be notified by the operator. Allow the Sheriff to secure the area first before entering to reset the alarm.
2. If the alarm is activated accidentally - deactivate by entering pharmacist-specific code.

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Approved By: *Ben Arndt*