



Department of Pharmacy POLICY AND PROCEDURE

POLICY NUMBER: 879
VERSION: 2

SUBJECT: Procurement of Medications

POLICY:

High Desert Regional Health Center Pharmacy procurement staff will be responsible for the procurement of medications (ordering, receiving, follow-up, and other related issues). A 30-day supply of medications will be maintained in inventory. Medications are to be ordered at the 50% order-point level or otherwise as necessary.

PROCEDURE:

1. Pharmacy staff will notify the procurement staff when drug products need to be ordered (i.e. low inventory, out of stock, not in stock, etc)
2. Procurement staff will review and obtain the approval of the Pharmacy Supervisor or designee before placing an order for medications that are not usually found in inventory.
3. The procurement staff will place the order with the manufacturer of the product or with the wholesaler acting as the Prime Vendor (Cardinal Health)
4. The ordering of the drugs will be accomplished the same day. Drug orders are placed daily with the exception of weekends.
5. A licensed pharmacist shall receive and sign for the drug orders received.
6. Medication received will be updated into Cerner Inventory Control System. See HDRHC Pharmacy Policy and Procedures regarding Receiving Orders.
7. Drugs shall only be borrowed from another facility as a result of an emergency need. Drugs borrowed from a DHS LA County facility shall be documented on a U form (see below). Drugs borrowed and replaced shall be logged and a transfer drug form shall be completed if applicable, see HDRHC Pharmacy Policy and Procedures regarding Purchase Records.
8. The unit cost of drugs on the invoice is reconciled with the County agreement price for the drug. The invoice will be signed by the Pharmacy Director, Supervisor, or designee for correctness. Invoice will be forwarded to the Accounting Department for payment.

9. If an interfacility stock transfer is necessary (from another DHS LA County Pharmacy) a U form must be filled out. **Please note: The U Form does not replace a transfer drug from.**
- a. Use the U-Form to transfer drugs to another facility through ATFN computer transaction.
 - b. The U-Form is to be signed by the requester and the Pharmacist-In-Charge.
 - a. Upon receiving of drugs from another facility, the U-Form must be dated and initialed by the receiving staff
 - b. The invoices will be signed by the Director, Supervisor, or designee for correctness. Invoices will be forwarded to the Accounting Department for payment.

Approved By: Romina Panoussi (PHARMACY SERVICES CHIEF II)	
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Supersedes:	