



Department of Pharmacy POLICY AND PROCEDURE

POLICY NUMBER: 881
VERSION: 1

SUBJECT: Receiving Pharmaceuticals

POLICY: High Desert Regional Health Center Pharmacy will be responsible for receiving of medications. Ordering cards will be maintained in the procurement unit.

PROCEDURE:

1. The Pharmacy technician, after receipt of the pharmaceuticals by a pharmacist, will complete the ordering cards with the following information.
 - A. The date the drugs are received
 - B. The quantity received
 - C. Unit price
 - D. The vendor’s initials (the manufacturing company, not the distributor)
 - E. The distributor’s name is documented on the upper section of the ordering card.
 - F. The lot number and expiration date
 - G. Initials of the receiving person

2. The computer work, PROC (Processing) and DRCT (receiving), will be completed at the High Desert Regional Health Center Pharmacy by the responsible individuals.

3. Drugs will be delivered to the Inpatient Pharmacy.
 - A. The inpatient pharmacist will initial and date the packing slip or invoice for items received. Pharmaceuticals will be placed into inventory.
 - B. Controlled drugs are received by the pharmacist in both the inpatient and outpatient pharmacies. The receiving pharmacist will sign the invoice and immediately enter in the respective logbook.

Approved By: Romina Panoussi (PHARMACY SERVICES CHIEF II)	
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