



Department of Pharmacy POLICY AND PROCEDURE

POLICY NUMBER: 887
VERSION: 3

SUBJECT: Clinic Ordering of Floor Stock

POLICY:

Outline how clinics are to order floor stock from the Pharmacy, how Pharmacy is to process these orders, and when to expect delivery of these items.

PROCEDURE:

1. Clinic floor stock ordering forms are available from the Pharmacy
2. Orders received Monday through Friday
 - A. Before 9:00 AM will be processed the same day.
 - B. The pharmacy will attempt to process all orders received between 9:00 AM and 1:00 PM the same day. Due to workload levels, these requests may not be processed until the following weekday.
 - C. Orders received after 1:00 PM will be processed on the following weekday.
3. Orders received on weekends and Holidays cannot be processed.
4. All orders will be dated and initialed by the person filling the order. All order forms will be checked and initialed by a pharmacist.
5. All completed orders are entered into the pharmacy computer inventory system.
6. Pharmacy personnel will notify the requesting clinic as soon as the request is completed. Orders are to be picked up by R.N.s or L.V.N.s.
7. All completed orders are kept on file in the Pharmacy for three years.

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