



# Department of Pharmacy POLICY AND PROCEDURE

POLICY NUMBER: 1042

VERSION: 1

## **SUBJECT: Parate Mini Automated Medication Dispensing System**

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### **PURPOSE:**

PARATA Mini system is used to fill prescriptions. Medications are replenished by being filled into the cells, cells are activated and automatically dispensing the quantity as directed.

### **POLICY:**

To ensure the accurate filling of the PARATA Mini medication dispensing cells; all cells must be replenished by a pharmacist or a designated pharmacy technician under the supervision of a pharmacist. This replenishment activity will be electronically logged in the PARATA system.

### **PROCEDURE:**

#### **1. PARATA Mini Cell Filling:**

- A. The replenishment function of the PARATA Mini must be activated to give step by step instructions utilizing barcode technology, thus minimizing errors during the process.
- B. Pharmacist/Technician shall bring the medication bottles to be used for replenishment to the appropriate cell.
- C. Pharmacist/Technician shall scan the barcode on the PARATA cell to be replenished.
- D. The cell's green indicator light flashes to identify its location.
- E. Pharmacist/Technician will scan the barcode on the medication bottle to be used to replenish the cell.
- F. Pharmacist/Technician will select the NDC format that matches the stock bottle.
  - If more than one cell contains the scanned drug, user will need to select the appropriate cell.
- G. PARATA system requires the identification number of the individual who entered/verified the NDC number.
- H. The Replenish Cell wizard will appear and prompt the Pharmacist/Technician to enter:
  - The lot number of the medication
  - The expiration date

- The quantity being replenished
- I. Technician will count quantity of tablets being replenished and place the content in blue dispense bin. Technician replenishing the PARATA will request the Pharmacist to verify medication to be restocked. Pharmacist will review all information entered by Technician in PARATA (NDC, Lot Number, and Expiration Date) for accuracy. Pharmacist will assure medication name/dose on bottle match the PARATA cell to be replenished. Pharmacist will check content of the PARATA cell to be restocked to assure the existing tablets/capsules match (color/shape/imprint) to those in the bottle. Pharmacist will then initial in PARATA indicating all information is accurate to the best of his/her knowledge. After Pharmacist has initialed confirming that above information is correct, the Technician may then proceed to replenish the cell.
  - J. When medication with different lot number is filled, the user will be prompted by the PARATA system to print a new drug label to be affixed onto the cell.
  - K. Every time a cell is replenished, the technician/pharmacist who replenished the cell must log that medication in the “PARATA Mini Replenishment Log” and keep in the assigned binder.
- 2. Cleaning of the cells:**
- A. The pharmacy will clean the cells on monthly basis based on manufacturer recommendation.
  - B. Cleaning will be documented on the “PARATA cleaning Log”

**Attachments:**

1. PARATA Mini Replenishment Log
2. PARATA Mini Cleaning Log

Approved By: Romina Panoussi (PHARMACY SERVICES CHIEF II)	
Date: 04/14/2017	Original Date: 07/23/2014
Reviewed: 04/14/2017	Next Review Date: 04/14/2018
Supersedes:	