



Pharmacy Department Procedure Prescription Pad Distribution

A. EFFECTIVE DATE:

August 17, 2021

B. PURPOSE:

Identify the prescription pad chain of custody and a reconciliation process from the main pharmacy vault to areas that are not setup to electronically prescribe controlled substances.

C. POLICY:

Prescription pads will be handled similarly to a controlled substance and secured to prevent loss. Any loss of a prescription pad or parts of a pad are reported to Drug Control.

D. SCOPE:

This procedure applies to the distribution of prescription pads within clinical care areas with ADM or non-ADM capacity.

E. DEFINITIONS:

None

F. MATERIAL(S) NEEDED:

None

G. PROCEDURE:

1. ADM-Automatic Dispensing Machine Location

i. Ways to determine if a Pyxis machine needs a refill of prescriptions:

1. To complete one of the daily pulls, open the Auto Restock function in the CII safe and click the pull you want to fill
 - a. If the number of prescription pads in a Pyxis machine is below the minimum, prescription pads for that location will populate to be filled
2. Staff from a location that has prescriptions stocked in Pyxis may call to alert pharmacy that their supply is low
3. If a Pyxis machine has a stock out of prescription pads, a stock out bulletin will print to the front pharmacy printer
4. Pyxis ES can be used to see how many prescriptions are stocked in corresponding machines

ii. **Always receive prescription pads from bulk storage into CII Safe stock before dispensing**

iii. **Receiving prescriptions into CII safe:**

1. Receive total quantity of prescriptions from pharmacy main prescription pad stock to the CII safe by choosing "prescription pad JDH" from Med Name drop down menu
 - a. Enter quantity
 - b. Choose pharmacy from vendor drop down menu
 - c. Type date into invoice number (MMDDYYYY)
 - d. Click green plus button
 - e. Click save

iv. **Removing prescriptions from CII safe:**

1. Send to ADM location by choosing location name from drop down menu
 - a. Type in quantity in units of 25, with a max of 50 prescriptions
 - b. Make sure the box indicating send to ADM is checked
 - c. Click green plus button
 - d. Click save
2. One delivery sheet will print for each transaction of 25
3. Person removing prescriptions will document the following in the prescription tracking book:
 - a. Refill location
 - b. Number of prescriptions and range of prescription numbers
 - c. Date
 - d. Initials
4. Pharmacist will count prescriptions and sign delivery receipt

v. **Refill and Delivery:**

1. Prescriptions will be delivered to Pyxis
 - a. Sign on to Pyxis
 - b. Choose "load and refill"
 - c. Type in "prescription"
 - d. Count and type quantity currently in cubie
 - e. Type number that are being added
2. Delivery technician will sign delivery receipt and put receipt in narcotic bin

2. Non-ADM – Non-Automatic Dispensing Machine

i. **Ways to determine if Non-ADM location needs a refill of prescriptions:**

1. Staff from Non-ADM location will provide a completed proof-of-use sheet for refill.

ii. **Removing prescriptions from CII safe:**

1. A refill request cannot be processed without the completed proof of use sheet corresponding to the last transaction in which prescriptions were dispensed to that location

- a. Pharmacy staff who receives the filled out proof of use sheet will sign the prescription tracking book to confirm the receipt of the completed proof of use sheet
 - b. Pharmacy staff will reconcile the proof of use sheet with the tracking form
 - i. Ex: if the proof of use sheet is returned to pharmacy with 25 names listed, the tracking form should also have 25 prescription pads signed out
 - c. After documenting the receipt of the completed proof of use sheet, pharmacy staff will put the sheet in the narcotic paperwork bin in the main pharmacy for filing
2. Receive total quantity of prescriptions from pharmacy bulk stock to the safe by choosing "prescription pad FSC" from Med Name drop down menu
 - a. Enter quantity
 - b. Choose pharmacy from vendor drop down menu
 - c. Type date into invoice number (MMDDYYYY)
 - d. Click green plus button
 - e. Click save
 3. Send to non-ADM location by choosing FSC from location name drop down menu
 - a. Type in quantity in units of 25, with a max of 50 prescriptions
 - b. Make sure the box indicating send to ADM is **NOT** clicked
 - c. Click green plus button
 - d. Click save
 4. One delivery sheet will print for each transaction of 25 prescriptions
 5. One proof of use sheet will print for each transaction of 25 prescriptions
 6. Person removing prescriptions will document the following in the prescription tracking book:
 - a. Refill location
 - b. Number of prescriptions and range of prescription numbers
 - c. Date
 - d. Initials
 - e. Pharmacist will count prescriptions and sign delivery receipt

iii. **Refill and Delivery:**

1. Send prescriptions in a locked tote to Non-ADM location via courier
2. Person receiving prescriptions will sign the delivery receipt
3. Prescriptions will be kept in locked cabinet with proof of use sheet
 - a. Every time practitioner uses a prescription, the proof of use sheet must be filled out

H. ATTACHMENTS:

None

I. REFERENCES:

None

J. SEARCH WORDS:

Prescription Pad

K. ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

L. STAKEHOLDER APPROVALS:

On File

M. COMMITTEE APPROVALS:

None

N. FINAL APPROVAL:

- | | |
|---|---------------------------|
| 1. <u>Andrew Agwunobi, MD (Signed)</u> Andrew Agwunobi, MD, MBA UConn Health Chief Executive Officer | <u>09/23/2021</u> Date |
| 2. <u>Anne D. Horbatuck, (Signed)</u> Anne D. Horbatuck, RN, BSN, MBA Clinical Policy Committee Co-Chair | <u>09/23/2021</u> Date |
| 3. <u>Scott Allen, MD (Signed)</u> Scott Allen, MD Clinical Policy Committee Co-Chair | <u>09/21/2021</u> Date |
| 4. <u>Caryl Ryan (Signed)</u> Caryl Ryan, MS, BSN, RN Interim Chief Operating Officer, JDH VP Quality and Patient Services & Chief Nursing Officer | <u>09/15/2021</u> Date |

O. REVISION HISTORY:

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