

POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

SECTION: NURSING

POLICY NUMBER: 427 REORDERING OF MEDICATIONS

POLICY: Central Valley Health District will assist clients with reorder of medications.

PROCEDURE:

Nurse will assist with medication reorders client based on the following criteria:

- Client is currently an active client of Central Valley Health District.
- Client is utilizing medication set up service of Central Valley Health District.
- Client will assume responsibility for payment of all medications.

1. Medication supply will be assessed upon completion of med fill to ensure adequate supply for next refill.
2. Medications will be reordered as necessary from client's designated pharmacy.
3. Pharmacy reorder form will be used to fax local pharmacies (see attached).
4. VA client medications will be reordered per VA guidelines.
5. Pharmacy reorder form will be placed in office communication calendar to alert in office nurse of need to fax reorder to pharmacy on appropriate date.
6. Reorder form will be stamped with fax stamp and dated and placed in front of clients home visit folder or alphabetical file folder in medication room file.
7. Upon receipt of medications, reorder form entries will be highlighted and initialed to confirm delivery.
8. Medications will be placed with client's medication supply box and locked in the medication cabinet. See Medication Setup Policy.
9. Home visit clients - medications will be delivered to home in designated mode: i.e. mail, hand delivered, or client pick up.
10. Central Valley Health District does not provide medication delivery services except in extenuating circumstances.