



COHESIVE HEALTHCARE MANAGEMENT & CONSULTING

Mangum Regional Medical Center

TITLE		POLICY
Purchasing/Receiving Medications		DRM-018
MANUAL	EFFECTIVE DATE	REVIEW DATE
Drug Room	10-1-2020	10-1-2020
DEPARTMENT	REFERENCE	
Drug Room	Oklahoma Pharmacy Law Book	

SCOPE

This policy applies to the purchasing of medications for patient use at MANGUM REGIONAL MEDICAL CENTER.

PURPOSE

The hospital Drug Room will adhere to medication purchasing requirements as outlined by the Oklahoma Bureau of Dangerous Drugs and Narcotics (OBN), Drug Enforcement Administration (DEA), and the Oklahoma State Board of Pharmacy.

DEFINITIONS

N/A

POLICY

The hospital drug room will maintain and make available a sufficient inventory of medicines, including antidotes and emergency medications, for patient use within the hospital facility.

PROCEDURE

When the Drug Room Supervisor is on duty:

1. The Drug Room Supervisor will be responsible for ordering medications from a pharmacy wholesaler.
2. A Purchase Order (PO) will be generated for every medication order.
3. The order must be approved by the hospital administrator, accounts payable representative, or Chief Clinical Officer prior to submitting the order for processing.
4. The Drug Room Supervisor will be responsible for receiving medications into the hospital and placing medications in the appropriate areas of the drug room and hospital.
5. The Drug Room Supervisor will date and initial each invoice and file them appropriately.

6. The Drug Room Supervisor will be responsible for communicating with Accounts Payable any issues with ordering or outstanding payments pending to the pharmacy wholesaler.

When the Drug Room Supervisor is not available to receive a medication order from the pharmacy wholesaler:

1. Authorized RN's will be instructed to place all medications received in the hospital Drug Room.
2. Any items received in blue tote(s) from the pharmacy wholesaler will be placed in the hospital Drug Room refrigerator.

When medication(s) is not available from the pharmacy wholesaler or only a small quantity of medication(s) is needed:

1. Medication(s) may be purchased from a local drug store by an authorized RN or the Drug Room Supervisor.
2. There must be an order for the medication by a medical provider.
3. The sales ticket (i.e. receipt) from a local drug store must be copied.
 - a. One copy is to be filed in the hospital Drug Room.
 - b. Another copy is to be submitted to Accounts Payable for payment processing.
4. Medication(s) will be labeled to ensure identification and for the purpose of removing medication(s) from inventory in the event of a drug recall.

REFERENCES

Oklahoma Pharmacy Law Book

ATTACHMENTS

N/A

REVISIONS/UPDATES

Date	Brief Description of Revision/Change