

**DEPARTMENT: Pharmacy**

**POLICY & PROCEDURE: PS-130**

**SUBJECT:** Procurement of Drugs: Routine

**PURPOSE:** Pharmaceuticals will be procured from authorized sources in adequate supply and vendors will be paid in a timely manner.

**RESPONSIBILITY:** Pharmacy

**POLICY:**

- 1) Wholesalers and Buying Groups
  - a. When not obtained directly from the manufacturer or distributor, drugs shall be obtained from wholesalers, buying groups, or other legitimate sources.
- 2) Other Healthcare Organizations or Pharmacies
  - a. Limited amounts of drugs, sufficient to meet immediate needs, may be obtained (i.e., borrowed or purchased) from other healthcare organizations or pharmacies.
- 3) Records of Transactions
  - a. The supplier's invoice or loan receipt is the record of the transaction. If a borrowed drug is returned to the supplier, the record shall be canceled and retained by the pharmacy. Records of controlled and dangerous drug transactions shall be kept as required by law.

**PROCEDURE:**

- 1) Ordering
  - a. Stock levels of medication are checked by pharmacy technician.
  - b. List of medications needed is prepared; order is created on electronic ordering system.
  - c. Primary Vendor System will be utilized as main source of all pharmaceuticals
  - d. Drug availability and prices are obtained by phone from various vendors when medication not available through the Prime Vendor system.
  - e. Contract items are purchased whenever possible and with only moderate regard for actual acquisition price.
  - f. Upon receipt of order, Pharmacy Technician, checks in order and marks invoice appropriately
  - g. Invoice is sent to A/P at FMDH; invoices for Controlled Substances are filed separately and copies kept in Pharmacy files.
  - h. Invoices not purchased through the Prime Vendor system are coded and taken to the A/P.
- 2) Shortages
  - a. Pharmacy will monitor the FDA website to anticipate medication shortages.
  - b. Prescribers affected by drug shortage will be notified directly.
  - c. If a shortage will be extended, a substitution protocol will be initiated by the P&T Committee.
  - d. Purchasing staff will call the manufacturer directly to attempt to enroll in product allocation.