

<b>Name of Policy:</b> <u>Daily Automated Dispensing Cabinet Transaction Report</u> <b>Policy Number:</b> 3364-133-101 <b>Department:</b> Pharmacy <b>Approving Officer:</b> Chief Executive Officer <b>Responsible Agent:</b> Chief Pharmacy Officer <b>Scope:</b> University of Toledo Medical Center	  <b>Effective Date:</b> 3/1/2020 Initial Effective Date: Monday, March 17, 2014
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy	

**(A) Policy Statement**

The University of Toledo Medical will maintain positive ID records for all Automated Dispensing Cabinet transactions.

**(B). Purpose of Policy**

To comply with the State Board of Pharmacy’s Rule # 4729-5-01

**(C) Procedure**

1. Every effort will be made to use biometrics for positive ID of automated dispensing cabinet transactions.
2. If the user cannot be enrolled the user may be set to bypass biometrics.
3. If the biometrics are not used the user must print a daily transaction log at the end of each shift.
  - Go to Admin Rx tab
  - Go to reports
  - Go to Station events by user, hit generate
  - Put in date of your shift
  - Leave “ALL” in the medication box
  - Put your name in the username box, hit okay
  - Print out your report, sign, date and send to pharmacy after every shift.
4. The logs will be maintained in pharmacy and audited by nursing for compliance.

<b>Approved by:</b>  /s/ _____ Date _____ Russell Smith, PharmD, MBA, BCPS Chief Pharmacy Officer  /s/ _____ Date _____ Daniel Barbee MBA, BSN, RN, FACHE Chief Executive Officer  <i>Review/Revision Completed By:</i> Pharmacy	<b>Review/Revision Date:</b> 11/16 02/20         <b>Next Review Date:</b> 02/2020
<b>Policies Superseded by This Policy:</b>	