Name of Policy: Labeling medications for home use
Policy Number: 3364-133-91
Department: Pharmacy
Approving Officer: Chief Executive Officer
Responsible Agent: Director of Pharmacy
Scope: University of Toledo Medical Center

Effective Date: April 1, 2018
Initial Effective Date: August 1, 2012

(A) Policy Statement

The pharmacy will relabel multidose medications used during a patient encounter at UTMC prior to the patient receiving the medication to take home.

(B) Purpose of Policy

Medications will be labeled to comply with state and federal regulations when a medication is furnished by the provider or dispensed by the pharmacy.

(C) Procedure

1: The medication must have been dispensed pursuant to an order for that medication and first administered in the ER, inpatient units, or applicable clinic area.

2: The medication must be multi-dose and have no residual value or use to the institution.

3: A retail hard copy prescription must be provided to the pharmacy along with the medication.

4: The pharmacy will make a retail label using the label only function in HMM and select retail box.

5: Affix label to medication, sign prescription, file the prescription, and send medication back to floor.

Approved by:

Russell Smith Pharm D, BCPS, MBA
Director of Pharmacy

Dan Barbee RN MBA
Chief Executive Officer

Review/Revision Date:
8/15
4/18

Next Review Date: April 1, 2021

Policies Superseded by This Policy: