A: Policy Statement:
Pharmacy will provide routine medications not stocked in an automated dispensing cabinet (ADC) to inpatients in a secure, safe, and effective process.

B: Purpose:
Establish a safe, economical, and compliant distribution system for routine medications.

C: Procedure:
Cart Fill Process
a. Unit dose cart fill is completed through pharmacy software and the Automated Dispensing Cabinet technology every 24 hours using barcode technology.
b. Each label is neatly placed on an adequately sized bag.
c. After cart fill is filled, the technician will sign the log for each floor.
d. The pharmacist checks the medication for accuracy and provides constructive feedback to the technician of errors made utilizing barcode technology.
e. After cart fill is checked, the pharmacist signs the log for each floor.
f. An update should be run when the pharmacist is caught up at approximately 0500. Discontinued medications will be removed and new medications added for the pharmacist to check by the technician.
g. Recording doses filled: scheduled doses are automatically recorded as filled at the time the refill list is generated.
h. Discontinuation of scheduled medications automatically credits all doses not given.

2. Medication Daily Cart Fill - Pharmacy/Unit
a. Pharmacy personnel deliver the medication bags daily to the nursing units.
b. The departure time from the pharmacy is scheduled to insure that all transfers are completed before the first required use of the restocked units.
c. The new bags will be placed in the bin for the corresponding room in the ADC. Pharmacy personnel will leave all PRN and multi-dose containers in the patient specific bin. Any old scheduled medication bags will be removed if the room is vacant or if a different patient is occupying the room. All medications will be removed from the return bin and returned to the pharmacy.
d. Return all medications to pharmacy. Credit PRN medications and unopened multi-dose containers. Do not credit any scheduled medications.
e. When receiving calls for missing unit dose medications that can be recycled, do not bill out the dose; instead, print a duplicate label and do not charge.
f. After crediting PRN medications and unopened multi-dose containers and removing scheduled medications from the bags, return all sealed non-tampered medications back to stock.

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<tr>
<th>Approved by:</th>
<th>Review/Revision Date:</th>
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<tbody>
<tr>
<td>/s/ Russell Smith, Pharm D BCPS</td>
<td>05/21/2019</td>
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<td>Director of Pharmacy</td>
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<td>Daniel Barbee MBA, BSN, RN, FACHE</td>
<td>05/23/2019</td>
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<td>Chief Executive Officer</td>
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Policies Superseded by This Policy:

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*