|  |  |
| --- | --- |
| **SSMED-1203** | **Requisition of Medications** |
| **Version No.** | 1 |
| **Content Owner** | Vikand Technology Solutions, LLC. |

|  |  |
| --- | --- |
|  | * 1. The requisition of medications should be a scheduled practice for the Medical Department and should be noted on the Nurse’s Calendar in 3-4 Weeks intervals.   2. Medication should be maintained at par levels as set forth by the Flag state, CLIA, ACEP as per VIKAND.   3. All requisitions for medications are required to be centrally reviewed by the designated person within Silversea and checked and approved by the VIKAND Medical Manager shoreside.   4. Identification of medications requiring replenishment/restock should be obtained from the Master Order Excel Document.   5. Facilities utilizing a written requisition form should follow these steps: * The Nurses will complete the required requisition form indicating all medications requiring replenishment and obtain the Doctor’s approval. * The requisition will be forwarded to VIKAND’s Medical Manager for review and approval prior to being forwarded to Vikand Supply Chain to be sourced through the appropriate medical supplier for attention and completion.   1. Receiving Medication: * Requested medications will be shipped via carrier to the selected port, and will be reviewed, inspected and reconciled by the appropriate Port Agent, in preparation for loading onto the ship. * Once loaded onto the ship and delivered to the Medical Center, the containers should be reviewed against the requisition submitted, and checked into inventory by the Nurses.   1. Inventory paperwork should be checked off and signed by the Doctor and a Nurse.   2. Copies of inventory paperwork should be maintained within the Medical Center, and one copy sent to the Staff Captain.   3. All received supplies are to be updated in the Electronic Medical Record System (EMR) system / Master Formulary Excel Spreadsheet   4. Emergency purchases of medications can be done through the local port agent, with the approval of the VIKAND Medical Manager and the Company.   5. All invoices and receipts must be kept for complete documentation and reimbursement. |