



OSPITAL NG PARANAQUE



Document Code: OSPAR-ADS-PHARMA-0009

ANCILLARY DIVISION APPROVAL MATRIX

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Policy Title:
**POLICY ON DRUGS DISTRIBUTION (IN
PATIENT/OUT PATIENT)**

Section / Department
PHARMACY SECTION

Prepared By:

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Darius J. Sebastian, MD, MPH, PHSAE
Hospital Administrator

Approved by:

Jefferson R. Pagsisihan, MD, MHM
Hospital Director

CLASSIFICATION: COMPREHENSIVE

OBJECTIVES:

This policy aims to ensure that the patients receive the right drug at proper dose and time with proper drug distribution whether in or out patient. In addition, it must be accordance by laws.

COVERAGE:

This policy will cover all particular sections of each division [Pharmacy Section, Medical Social Service / Malasakit Center, Nursing Division, Medical Services, Information Technology Section and Finance Division(Billing, Accounting and Cash Section)].

RESPONSIBILITIES:

- I. It shall be the responsibility of the Pharmacy staff to check and maintain dispensing of drug to in patients and out patients.
- II. It shall be the responsibility of the Nursing Staff to check patient's drug/medicines according to the doctor's order.
- III. It shall be the responsibility of the Social Worker/Malasakit Center staff to evaluate and classify the patient according to their status.
- IV. It shall be the responsibility of the Medical Staff to diagnose and treat patients.
- V. It shall be the responsibility of the Billing and Accounting Section to receive charges of patients and to process them accordingly.
- VI. It shall be the responsibility of the Cash Section to receive payment for the drug products.
- VII. It shall be the responsibility of the Information Technology Section to ensure that all computers and Integrated Hospital Operations and Management Information System (i HOMIS) are functioning properly.



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POLICY:

- I. This policy shall enforce the correct dispensing of drugs and medicines in accordance with the law.
- II. This policy shall ensure the efficiency of process in provision of drugs and medicines as correctly prescribed to the different areas of the hospital.
- III. This policy shall ensure that all medicines will be available for in/out patient and the general public through the application of the “rule of right”.
- IV. All prescription should indicate full generic name of the drugs.

PROCEDURE:

I. IN-PATIENT DRUG DISTRIBUTION

The hospitalized patient is confined where the environment is controlled, vital signs are routinely monitored, and medications are scheduled and administered by trained professionals. The pharmacist focuses in providing medications on a 24-hour basis.

Methods of Drug Distribution to In-patients

1. Individual Prescription Order

- All medicines are retained in the pharmacy until receipt of the physician’s initial order.
- The nurse remains responsible for most aspects of the preparation of the unit doses
- One-day supply of medication is dispensed.
- This system facilitates a convenient method for instituting patient drug charges and it provides individualized patient service.
- Possible delay in obtaining the required medication and the increased personnel requirements of the Pharmacy Service, which is necessary for the individual prescription dispensing function.



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2. Floor Stock or Ward Stock System

- Selected drug products are stored in the nursing station in advance
- The nurse is responsible for all aspects of unit dose preparation, as well as administration and refill of used item from the pharmacy.
- Issuances of medicines must be in controlled quantities for emergency use in treatment areas (OR, RR, DR, ICU, ER, Dialysis).

3. Combination of Individual Prescription Order and Floor Stock System

Under this system, the primary means of dispensing is the use of the Individual Prescription Order System but combined with a limited number of floor stock items (common non-prescription medicines such as paracetamol and other drug products such as rubbing alcohol and disinfectants). Restricting floor stock drug products to such items provides the best control to reduce the chance of error. Deciding which medicine/s should be placed on the floor stock list depends on the need of the patients in the ward.

Filling of Prescriptions for In-Patient through Automated Systems

ACTIVITY	Person/s Responsible
<ul style="list-style-type: none"> • Encodes medication order from patient's chart into the computer, -Except for Operating Room and Delivery Room, where the nursing staff shall present the prescription signed by the attending physician to the Pharmacist. • Records medicine requested in logbook. • Prepares charge slip and submits to Billing/Accounting Section 	Nursing Attendant/Nurse
<ul style="list-style-type: none"> • Receives charge slip and sign the printed copy of medication order. 	Billing Section
<ul style="list-style-type: none"> • Reviews the medication requests 	Pharmacist

<p>for completeness of the data. All prescriptions should have the complete data.</p> <ul style="list-style-type: none"> ✓ Name of the patient, age, sex ✓ Generic name of the drug ✓ Quantity ✓ Dosage strength ✓ Directions for use ✓ Name of Doctor/License no. S2 No. (if applicable) 	
<ul style="list-style-type: none"> • Checks the availability of the medicine. If the drug is not available, inform the nurse on duty and the patient respectively. 	Pharmacist
<ul style="list-style-type: none"> • Confirm and issue charge slip. (Confirmation means that charges are automatically billed to the patient). • Fills the order and give instructions on storage and other precautions. • Loose tablets are placed in clear transparent plastic with accomplished generic white Rx label (Topical/external use drugs with generic red Rx label) • Records medicine issued in logbook and files prescription/charge slips 	Pharmacist
<ul style="list-style-type: none"> • Signs the logbook of medication request as proof of receipt. 	Nursing Aide/Nurse
<ul style="list-style-type: none"> • Records medicines dispensed and files prescription and charge slip. 	Pharmacist



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For **DANGEROUS DRUGS**, follow the Hospital Policy on Drug Distribution of Dangerous Drugs and their Control as stated in the Comprehensive Dangerous Drugs Act of 2002 and its Board Regulations in addition to RA 6675 (Generics Act).

Filling of Prescriptions for In-Patient through Social Services

<ul style="list-style-type: none"> • Presents prescriptions/medication form signed by the attending physician. • Writes charge slip and referral form. • Record medicines requested in logbook. • Present the form to Social Service 	Nurse
<ul style="list-style-type: none"> • Evaluates and classify the patients accordingly. • Issues assessment form. 	Medical Social Service/Malasakit Center staff
<ul style="list-style-type: none"> • Checks the form and submit to Accounting Section. 	Nurse/Nursing Aide
<ul style="list-style-type: none"> • Receives charge slip and assessment form and signs the medication logbook. 	Accounting Section
<ul style="list-style-type: none"> • Checks the completeness of the prescriptions/medication form, charge slip and assessment form. • Fills the order and give instructions on storage and other precautions. • Records medicine issued in logbook and files prescription/charge slips 	Pharmacist
<ul style="list-style-type: none"> • Signs the logbook of medication request as proof of receipt. 	Nursing Aide/Nurse
<ul style="list-style-type: none"> • Records medicines dispensed and files prescription and charge slip. 	Pharmacist



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Medicines for Emergency Treatment

Medicines used for emergency cases are stocked at ER and specific wards to facilitate patient therapy especially in life threatening situations. Immediate replenishment of used drugs and medical supplies is needed to ensure their availability at all times.

II. Out-Patient Distribution

Filling of Prescriptions for Out-Patients through Cashier Services

<ul style="list-style-type: none"> • Presents signed and complete prescription to the pharmacist 	Patient/Client
<ul style="list-style-type: none"> • Reviews the medication requests for completeness of the data. All prescriptions should have the complete data. <ul style="list-style-type: none"> ✓ Name of the patient, age, sex ✓ Generic name of the drug ✓ Quantity ✓ Dosage strength ✓ Directions for use ✓ Name of Doctor/License no. S2 No. (if applicable) 	Pharmacist
<ul style="list-style-type: none"> • If medicines are available, <ul style="list-style-type: none"> ✓ notes prices on prescription ✓ prepares payment slip ✓ Instructs patient/client to pay to the cashier ✓ loose tablets are placed in clear transparent plastic with accomplished generic white Rx label (Topical/external use drugs with generic red Rx label) 	Pharmacist
<ul style="list-style-type: none"> • Receives payment and issues OR to patient/client 	Cashier
<ul style="list-style-type: none"> • Presents OR and prescription to the pharmacist 	Patient/client
<ul style="list-style-type: none"> • Indicates OR number on the prescription Stamps OR as "claimed" • Issues medicine to patient/client • Counsels patients and give instructions on storage and other precautions • Records medicines dispensed and files prescription 	Pharmacist



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For **DANGEROUS DRUGS**, follow the Hospital Policy on Drug Distribution of Dangerous Drugs and their Control as stated in the Comprehensive Dangerous Drugs Act of 2002 and its Board Regulations in addition to RA 6675 (Generics Act).

Filling of Prescriptions for Out-Patient through Medical Social Services

<ul style="list-style-type: none"> Evaluates the patient and refer to Social Services/Malasakit Center. 	Nurse
<ul style="list-style-type: none"> Presents signed and complete prescription to the pharmacist 	Patient/Client
<ul style="list-style-type: none"> Checks the completeness of the prescriptions/medication form and availability of drugs All prescriptions should have the complete data. <ul style="list-style-type: none"> ✓ Name of the patient, age, sex ✓ Generic name of the drug ✓ Quantity ✓ Dosage strength ✓ Directions for use ✓ Name of Doctor/License no. S2 No. (if applicable) If medicines are available, <ul style="list-style-type: none"> ✓ Prepares charge slip and note if the prescribed medicine is under PPP or Regular stock. ✓ Instruct the patient to proceed to the Social Service/Malasakit Center 	Pharmacist
<ul style="list-style-type: none"> Evaluates and classify the patients accordingly. Issues approval form or assessment form. 	Medical Social Service/Malasakit Center staff
<ul style="list-style-type: none"> Prepares acknowledgement form Issues medicine to patient/client Counsels patients and give instructions on storage and other precautions Records medicines dispensed and files prescription 	Pharmacist



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Appendix D Official Prescription of the Hospital

Appendix E Official Charge Ticket of the Hospital

Appendix F Generic White and Red Rx Label

Appendix G Social Service/ Malasakit Center Acknowledgement Form
