



Abbotsford Centre

SITE DIRECTIVE

AC PHARMACY DIRECTIVE	
Title: Price Changes in WORx	Number: III-60
Effective Date: Feb 2009	Approved By: Jennifer Cowie, PPL
Revision Date(s): Feb 2010, April 2011, Feb 2018	
Review Date(s):	

RATIONALE

To describe the steps in processing changes in drug price or brand to ensure that pharmacy expensing of drug usage is accurate.

DIRECTIVE

Because the current version of WORx does not support five independent inventories, it is likely that price changes will occur at different times in each centre. To minimize the impact on financial reporting, it is agreed that the price in WORx will be changed on the first day of the period following the first use of drug purchased at the new price. Manual adjustments will be made for new stock issued at the old price and for old stock to be issued at the new price.

PROCEDURES

1. Create a Purchase Order and check price in PRIM vs vendor price (when applicable you may need to obtain price for telephone orders)
2. When the price from the Vendor is different from the PO: confirm price change (e.g. provincial pharmacy purchasing group), change price in PRIM and reprint the PO (this assures invoice price will match PO price)
3. Complete a "Notification of Price Change (NPC) form and attach this to the PO (H:\Pharm-AC\Forms\Price change Notification)
4. DRUG ARRIVES: receive as usual AND document on the NPC form: date and QTY received
5. Segregate NEW STOCK on shelf and attach the NPC form to the new stock
6. When starting to use NEW STOCK, fax the NPC form to Provincial Pharmacy Purchasing group and stamp "FAXED". Replace the form with the stock.
7. AT PERIOD END, Thursday NOON, the Provincial Pharmacy Purchasing group will send an email notice regarding price changes. Print this notice, and change the price on the wastage report TEMPLATE. Post this notice on the receiving board, so that the receiving assistant does not need to make out another NPC for current drugs listed.

8. By THURSDAY at CLOSING, perform an inventory count of items listed.

A. NO DRUG INVENTORY RECEIVED AT NEW PRICE

- i. There will no NPC form with the inventory
- ii. Count the OLD STOCK. Write this count number **and** : "INVENTORY ADJUSTMENT" beside it on the Provincial Pharmacy Purchasing notice

B. DRUG INVENTORY RECEIVED AT NEW PRICE - NO NEW STOCK USED

- i. There will be a NPC form with the stock and will **not** have a faxed stamp
- ii. The total stock will be greater than the QTY received listed on the NPC form
- iii. Count the OLD STOCK. Write this number **and** : "INVENTORY ADJUSTMENT" beside it on the Provincial Pharmacy Purchasing notice
- iv. Remove the NPC form

C. DRUG INVENTORY RECEIVED AT NEW PRICE – NEW STOCK BEING USED

- i. There will be a NPC form with the "FAXED" stamp
- ii. The total stock should be less that the QTY on the NPC form
- iii. Count total stock. Write this number **and** "ISSUES ADJUSTMENT" beside it on the Provincial Pharmacy Purchasing notice
- iv. Remove the NPC form

9. On the following Friday or Monday, open the link:

H:\Pharm-prov\WORX\PriceChange_and_Adjustments_worksheets\0809FISCAL\Periodxx\price change worksheets

10. Open the tab at the bottom of the spreadsheet for the correct drug and strength

11. Enter the counts performed for each drug as either : "Inventory Adjustment" or "Issues Adjustment"

12. SAVE the file as: AC Price change worksheets

13. Print each page and submit to the PPL or designate

14. PPL or designate

A. Enter all inventory adjustment or issue adjustments on the period end stats report to Finance

- i. Pharm-AC\STATS\0809 (XXXX) spreadsheet (XXXX = fiscal year)
- ii. Use the tab at the bottom to locate the "ISSUES WORKSHEET"
- iii. Enter as OP IV adjustment or OP PO adjustment

B. Follow Period End Stats procedure and submit to Finance