
MEDICATION HANDLING

- 1) Keep work area neat and clean.
- 2) Wash hands prior to handling any medication.
- 3) All medications should be dispensed in childproof containers unless otherwise specified by the patient or the patient's caregiver.
- 4) When multidose medications are first opened, they must be labeled with the opened date and initialed.
 - Multi-use vials shall be kept refrigerated according to the directions on the label.
- 5) Bulk medications must be sent to the repackager within 14 days of receipt.
- 6) Staff who have been trained in handling medications are responsible for:
 - Inputting prescription information into the dispensary log.
 - Transferring the label with prescription information from the log onto the medication container.
 - Transferring the labels (3) with medication record information from the medication container onto the log, patient chart, and bill.
 - Properly placing medications in the order to be dispensed for the Medical Providers.
- 7) The Medical Providers are responsible for:
 - a) Checking the final product for the correct medication, strength, dosage form, direction, number of pills, and patient's name in comparison to the original prescription.
 - b) Assessing the correct use of auxiliary labels.
 - c) Initialing the typed label signifying that steps a) and b) are correct.
- 8) A preprinted patient advisory leaflet in English and Spanish will accompany the dispensed medication.