

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Health Services - Pharmacy

Policy Number: HHS-HS-PHM 1807

Policy Title: Procurement Procedures

Attachments:

Revision History: 1984, 7/01, 7/07, 7/12

Revised by/Date: Jesse Godding, PharmD 9/2020

Approved by:

Jesse Godding, PharmD, Pharmacy Manager

Date:

11-10-2020

Approved by:

Nicole Anderson, Commissioner of HHS

Date:

11-24-2020

POLICY STATEMENT: Procurement of pharmaceuticals and supplies is accomplished via established Ne-la-Shing Health Center policies. In as much as possible, procurements will be made through the 340B Prime Vendor Program managed by Apexus and contracted with McKesson Corporation as well as direct accounts with drug manufacturers when necessary.

PURPOSE: The purpose of this policy is to define procurement expectations.

PROCEDURE:

In all cases of pharmaceutical procurement, choice of product and vendor is determined the Director of Pharmacy. Pharmacy's software, ScriptPro, keeps track of pharmacy inventory and automatically generates orders based on usage. These orders will be sent daily by pharmacy staff. Additional orders may be placed manually on the vendor's ordering platform.

Because we also use both 340B medications and non340B medications, we utilize a virtual inventory system in which ScriptPro maintains separate 340B and non340B drug inventory, including accumulations and ordering. Pharmacy staff must ensure accumulations and ordering occur correctly under the correct inventory center. Orders placed before daily closing will be received at our pharmacy the following morning in most instances. Received orders and associated invoices will be checked for accuracy and processed for payment immediately upon receipt.

When orders arrive they will be unpacked as soon as possible, and the invoice will be verified by pharmacy staff. The corresponding order in ScriptPro will then be received in order to update inventory. Any discrepancies identified must be documented in ScriptPro and inventory updated accordingly. Manual orders must also be documented in ScriptPro and inventory updated.

Schedule II substances will be added to the perpetual inventory record and in ScriptPro before they are placed in the locked safe. Invoice control records for all controlled substances will be separated from other invoices.

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Internal and/or External References	
Compliance - Posting Date	11/24/2020 11/24
Replaces – Policy Number	
Next Review - Due Date	11/24/2023