

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

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**Department:** Health Services - Pharmacy

**Policy Number:** HHS-HS-PHM 1823

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**Policy Title:** Pre-Packaged Medications

**Attachments:**

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**Revision History:** 10/01, 7/07

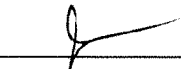
**Revised by/Date:** Jesse Godding, PharmD 9/2020

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**Approved by:**

**Date:**

Jesse Godding, PharmD, Pharmacy Manager



11-10-2020

**Approved by:**

**Date:**

Nicole Anderson, Commissioner of HHS



11-24-2020

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**POLICY STATEMENT:** Pharmacy will provide a managed assortment of pre-packaged acute medications, as determined by the providers, which will be prescribed to patients in District 2 and District 3, upon diagnosis and accompanying prescriber order.

**PURPOSE:** To provide promptly accurately labeled medications for patients in outlying districts, ensuring inventory management and necessary third party billing, maximizing revenues.

**PROCEDURE:**

- Commonly used medications will be stocked at Districts 2 and 3. They will be kept in a room that is to remain locked when the clinic is closed and have limited access during clinic hours.
- Medications will be provided by pharmacy either in original manufacturer packing or prepacked by pharmacy. All medications will be labeled, by the pharmacy, before being delivered to the districts, with medication name, strength, quantity, manufacturer, medication description, date filled, expiration date, directions of use as dictated by standing order, and pharmacy contact information.
- Before being dispensed to the patient the medication must be also labeled, by the provider, with the patient name, provider name, and specific dosing instructions, if those listed on the label are incomplete.
- Medications must be handed to the patient by the provider.
- All orders written at each district will be faxed or sent electronically to Ne-Ia-Shing Pharmacy (320-532-4705) to facilitate replacing stock. After pharmacy receives the order, each order will be entered into the computer in order to generate a label and to bill for medications. Pharmacy will fax a patient information statement if needed for new medications. Each provider will provide education to patients as the medication is handed out.

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- Each month all medication will be checked for expiration date by District 2 and 3 staff. If expired medications are found, they will be removed and replaced. All expired medications need to be sent back to Ne-Ia-Shing pharmacy in order to be replaced.

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