

SUNY DOWNSTATE MEDICAL CENTER
POLICY AND PROCEDURE

Department: Central Receiving

Subject: Processing of State Funded Incoming
Pharmaceutical Shipments

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Distribution: Administrative Manual
 Department Manual
 Patient Care Manual
 AOD Manual

I. **Purpose:** To properly record incoming State funded Pharmaceuticals shipments to Pharmacy to ensure security as well as fiscal accountability. NOTE: All other state funded NON-pharmaceutical shipments to the Pharmacy are received and processed through Central Receiving under Policy CR-001.

II. Policy:

- a. Pharmaceutical shipments from the primary DMC vendor supplier under established DMC Standing Purchase Order(s) from the State Purchasing department are delivered directly by the carrier to the Pharmacy department. Pharmacy staff shall record such shipments into the applicable data system on the day of arrival.
- b. Pharmaceutical shipments that arrive at Central Receiving from other vendors (other than the primary DMC pharmaceutical vendor) that bear a PO number and have a packing slip on the exterior of the shipment shall be received and recorded by Central Receiving.
- c. Pharmaceutical shipments that arrive at Central Receiving from other vendors (other than the primary DMC pharmaceutical vendor) that DO NOT bear a PO number or DO NOT have a packing slip on the exterior of the shipment shall be delivered to Pharmacy for processing by Pharmacy staff under the procedure III.c below.

III. Procedures/Guidelines:

- a. Pharmaceutical shipments from the primary DMC vendor supplier under established DMC Standing Purchase Order(s) from the State Purchasing department that are delivered directly by the carrier to the Pharmacy shall be recorded by the Pharmacy administrator or authorized designee into the DMC Thomis Inventory Management System on the day of receipt.
- b. Other State funded Pharmaceutical shipments received at Central Receiving with a PO number on the shipping label and a packing slip on the exterior of the shipment shall be processed in accordance with Policy CR001. Central Receiving records packing slip details into SURS, then delivers to the Pharmacy on the same day.
- c. Pharmaceutical shipments WITHOUT a PO# on the shipping label, or WITHOUT a packing slip on the exterior of the shipment , then:
 - i. In such cases, Central Receiving shall not open any pharmaceutical packages to retrieve a packing slip inside. Instead, Central Receiving shall deliver the shipments to the Pharmacy on the day of arrival, and the Pharmacy authorized designees shall enter such shipments into SURS:
 - ii. The Pharmacy recipient shall open the package to retrieve the packing slip, verify content against the packing slip, and provide documents to the Pharmacy authorized designee
 - iii. The Pharmacy authorized designee shall enter the shipment into SURS on the same day.