

**SUNY DOWNSTATE MEDICAL CENTER**  
**POLICY AND PROCEDURE**

**Department:** Central Receiving

**Subject:** Processing of State Funded Incoming  
Pharmaceutical Shipments

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**No:** CR-002

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**Initial Implement Date:** February 11, 2005

Updated (Lawson System Implementation) 7/1/09

Updated (Prime Vendor) 9/30/10

Updated 1/24/17(add Pharm / medication delivery time frame)

Training & Implemented: 2/17/17.

Related Policy (new): UHB PHA61 Pharmaceutical Oversight

**Distribution:**     **Administrative Manual**  
                           **Department Manual**  
                           **Patient Care Manual**  
                           **AOD Manual**

I. **Purpose:** To properly record incoming State funded Pharmaceutical 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, referred to as "Prime Vendor", 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 Prime 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 Prime 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 Prime Vendor 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 Lawson System (Lawson) 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 ensures delivery to the Pharmacy as soon as possible but within 2 hours.
- c. Any pharmaceutical shipment marked "Perishable/Refrigerate", if unable to ensure immediate delivery to its final internal destination, shall be immediately placed in a compliant refrigerator upon processing, then make every attempt to ensure delivery within 1 hour of acceptance, including but not limited to contacting the internal department destination for immediate pickup from Central Receiving.
- d. Pharmaceutical shipments WITHOUT a PO# on the shipping label, or WITHOUT a packing slip on the exterior of the shipment, then:
  - i. Central Receiving shall not open any pharmaceutical packages to retrieve a packing slip inside. Instead, Central Receiving shall ensure delivery of the shipments to the Pharmacy within 2 hours or as soon as possible (see III.c for perishables), and the Pharmacy authorized designees shall enter such shipments into Lawson:
    1. 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.
    2. The Pharmacy authorized designee shall enter the shipment into Lawson on the same day.



**Types of Pharmaceuticals by Department in  
University Hospital of Brooklyn  
C Receiving Quick Reference Sheet**

<b>Department in University Hospital of Brooklyn</b>	<b>Type of Pharmaceutical/ Medication</b>	<b>Typical Vendors/Shipper/Supplier (alphabetical)</b>
<b>Pharmacy</b>	Prescription Medications Herbal Remedies Vitamins Nutriceuticals Over the Counter meds Vaccines Respiratory Therapy Treatments Parenteral Nutrition Sols Blood Derivatives Intravenous solutions	Accredo Therapeutics B. Braun Baxter CAPS Cardinal FFF Enterprises Hospira Vaccines for Children/Department of Health * Drop Shipments of Pharmaceuticals *
<b>Central Sterile</b>	Intravenous Solutions	B. Braun Baxter Cardinal Hospira MMS Medline NxStage Medical Inc
<b>Blood Bank</b>	Blood Derivatives	Biocare
<b>Dietary</b>	Nutraceuticals	US Foods
<b>Nuclear Medicine</b>	Radioactive Medications	(Direct deliveries to Nuclear Medicine)
<b>Radiology</b>	Diagnostic and Contrast Agents	Bracco (Direct deliveries to Radiology Department)
<b>Cardiac Catherization Lab</b>	Diagnostic and Contrast Agents	Bracco
<b>EPS (Electrophysiology) Lab</b>	Diagnostic and Contrast Agents	Bracco
<b>Operating Room</b>	Diagnostic and Contrast Agents	Bracco
<b>Dialysis Technicians</b>	Dialysis Solutions	MinnTech MMS Fresenius

**Target Times for Deliveries:**

- Perishables (such as items that require refrigeration as indicated on the package) shall be expeditiously placed in a compliant refrigerator upon processing, then make every attempt to ensure delivery within 1 hour of receipt, including but not limited to contacting the internal department destination for immediate pickup from Central Receiving.
- Non-perishables: ensure delivery to the internal destination within 2 hours of receipt, or as soon as possible, including but not limited to contacting the internal department destination for immediate pickup from Central Receiving.