

BRAZOS VALLEY COMMUNITY ACTION AGENCY
Health Services

Policies and Procedures

Policy Subject/Title: Distribution Record for Class D Pharmacy
Applicability: All Brazos Valley Community Health Clinics
Purpose: To standardize the process of documentation on the Class
 D Pharmacy Distribution Record

Policy: All medications distributed from the Class D pharmacy must be documented on the Patient Distribution Record for Class D Pharmacy.

Procedure:

- 1) Each person dispensing medications will sign the signature line and place their initials on the initial line.

- 2) New prescriptions written at an Initial or Annual visit or written at any time will be documented in the "INT/ANN/NEW RX" category with the date they were dispensed.

Refill medications given during nurse visits or anytime during the twelve (12) months from the date of the prescription will be documented under the "Refill" category.

All documentation will have:

- **Lot number** of the medication (found on the medication package)
 - **Client name**
 - **Client initials** (done by the client after receiving their supplies/medications)
 - **Client's medical record number or date of birth if no medical record number**
 - **Provider number** (the provider's number from the clinic's electronic system)
 - **Medication** (name of medication)
 - **Quantity dispensed**
 - **Initials** (of clinical staff distributing medication)
- 3) The method specific consent will be checked for completion (signed by the client and witnessed by the clinical staff) before any method specific medications are distributed.

 - 4) The Class D Distribution Record is checked weekly for accuracy by assigned clinical staff. Once it is checked and any changes needed are made, the forms are placed in a binder and kept in or near the Class D Pharmacy area.

BVCHC
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