

The Capsule May Newsletter

PHARMACY BASICS-ORDERING MEDICATIONS

- Orders must be entered by **7PM Monday – Friday** and by **5PM Saturday and Sunday** to receive an ordered medication with that night's delivery.
- All orders received by the pharmacy after these times will be delivered with the next regularly scheduled delivery.
- On weekends, only new admission orders and new orders for existing residents are processed.
- Refills are NOT routinely filled on the weekend; it will be filled on Monday.
 - If a refill is needed on the weekend, please call the pharmacy or fax refills stating “need today” or something similar.
- For emergent needs, please call the pharmacy to reach our on-call technician and pharmacist.
 - Our after-hour call service is meant for emergencies only – please do not use to request refills.
 - Make sure to check your Nexsys machine for any medications needed before requesting for a STAT/emergent delivery.
- If you do not receive a medication in the tote the night after placing a new order, using the resupply button in Matrix or by fax, **please call the pharmacy.**
- If you are just making a direction change to a medication, please select **do not send** unless you need the medication. This will prevent excess medication being sent.

Controlled Medication Script Must Contain:

1. Date
2. Patient's Full Name and DOB
3. Patient's Address (Patient's Facility would be the address)
4. Drug Name
5. Drug Strength
6. Dosage Form
7. Quantity Prescribed
8. Directions of Use
9. Name of Practitioner
10. DEA Registered Address of Practitioner
11. Practitioner's DEA Registration Number
12. Practitioner's Signature (No Stamps)
 - **Script must be signed by the prescriber on the day of issue and must be legible.**
 - **If a provider DEA number begins in M, that provider may only write for a 30 days' supply of a schedule II-controlled substance.**



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Schedule II controlled medications - must fax hard script or the physician can escribe.

- Schedule II (C-II) medications - **THESE MEDICATIONS CANNOT HAVE A REFILL!**
 - A hard copy of the prescription is required with all legal content.
 - Faxed order containing the provider's actual signature manually signed by the practitioner.
 - **THERE ARE NO EXCEPTIONS**



Class II Medications

These require a prescription from the provider

- Adderall (Amphetamine salts)
- Fentanyl (Duragesic)
- Hydrocodone products (Lorab, Norco, Tussionex)
- Hydromorphone (Dilaudid)
- Meperidine (Demerol)
- Methadone
- Methylphenidate (Ritalin)
- Morphine (MS Contin, Roxanol)
- Nucynta
- Oxycodone products (Percocet, Oxycontin, Oxyfast)



Emergency Narcotic Prescription (e-kit)

Facility name: _____

Facility Address: _____

Resident's Name: _____

Medication Name: _____ Strength: _____

Directions: _____ Quantity: _____

Prescriber's Name: _____ Prescriber's DEA #: _____

Nurse's Signature: _____ Date: _____

Physician's Signature: _____ Date: _____

The Emergency Narcotic Prescription must be completed when pulling any control medication from the Nexsys.

Please DO NOT FAX to pharmacy. This is given to the DON and kept for facility DEA records.

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