

OREGON DEPARTMENT OF CORRECTIONS
Operations Division
Health Services Section Policy and Procedure #P-D-01. 2

SUBJECT: COMPUTERIZED INMATE PHARMACY RECORD

POLICY: Inmate pharmacy records shall be maintained by a commercially available computerized software program.

REFERENCE: NCCHC Standard P-D-01, Pharmaceutical Operations

PROCEDURE:

- A. The pharmacy shall generate computerized prescription labels. The label shall contain all of the information required by the Oregon State Board of Pharmacy. The label shall be affixed to the medication packet.
- B. A pharmacy patient medication profile will be generated and shall contain the same information as that of the MAR. The pharmacist or designee shall review this profile each time a new or refill prescription is dispensed. A hard copy may be generated if needed.
- C. Returned medications:
 - 1. The pharmacy shall enter into the computerized patient medication profile the quantity of drug products returned when medications have been discontinued or expired.
 - 2. The software program shall record medications to be destroyed. Once recorded, medications are set aside in a designated secure area awaiting regularly scheduled destruction. A pharmacist's and one other person's signature shall be required on the report when returned drug products are to be destroyed.
 - 3. Prescription number, name and strength of drug product, date returned and number returned shall be recorded with patient profile. This process shall automatically update the inmate's medication profile and add the quantity returned back into inventory if not destroyed.
- D. Software revisions shall be electronically transferred to the Department's central computer as programming updates are made.

Effective Date: _____

Revision date: April 2007

Supersedes P&P dated: March 2006