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**Effective Date of This Revision:**            January 9, 2009

<b>Contact:</b>	Medical Director 310-679-9126	Administration
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<b>Applies to:</b>	<input type="checkbox"/> Officers	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Student clinicians	<input checked="" type="checkbox"/> Volunteers
	<input type="checkbox"/> Other agents	<input type="checkbox"/> Visitors	<input checked="" type="checkbox"/> Contractors	<input type="checkbox"/> Subcontractors / Business Associates

## **PURPOSE:**

The purpose of this document is to outline policy and procedures for ordering of stock medications in the Detoxification Units of BHS's Chemical Dependency Recovery Hospitals.

## **POLICY:**

Only those medications listed in the approved formulary shall be ordered for stock. Whenever available, generic medications shall be used.

## **PROCEDURES:**

The stock medications maintained at the facility shall be ordered as necessary in the following manner:

- A list of needed stock medications shall be kept in the medication room.
- The Director of Nursing (DON) or the designated alternate RN reviews the list for accuracy and forwards it to the appropriate administrative personnel to obtain a purchase order.
- The DON or designated alternate RN places the orders with the appropriate drug company following the Purchasing policies and procedures.
- When the order arrives, it is delivered to administration and received by administrative personnel, who immediately notifies the DON or designated alternate of a drug delivery. These packages are not opened in administration. If the DON or designated alternate is unavailable, the package is received by the appropriate administrative personnel and locked in storage in the administrative offices. The DON or the designated alternate is notified of the delivery.
- The DON or designated alternate receives the delivery and checks the invoice with the original order. Any invoices that contain C-III through C-V controlled substances shall be stamped with a 1-inch red "C" in the lower right corner. A notation of date and quantity of all C-II drugs received shall be entered on the appropriate column of the facility copy of DEA order form 222.



## Behavioral Health Services, Inc.

**Subject: Detoxification – Chemical Dependency Recovery Hospitals** Policy#: 4.5.14.5

**Title: Ordering of Stock Medications**

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- The DON, or the designated alternate, is responsible for storing these medications according to facility policy.

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<b>Detoxification - CDRHs</b>	Ordering of Stock Medications
Reviewed by:	Medical Director, Directors of Nursing
Approved by:	Board of Directors
Effective Date	1/29/2009
Supersedes Policy/Date:	4.5.15.3 (Number change only)

Policy # 4.5.14.5
Review Date: 1/29/2009
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