

Distribution of Sample Medications SOP#

Procedure Title:	Distribution of Sample Medications
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Department:	CIC
Approved By:	Brooke Gregory

Purpose:

The purpose of this procedure is to allow the MA to dispense sample medications with a provider's authorization.

Procedure:

The provider has authorized the medical staff to dispense sample medications to a patient through written authorization.

- 1. If a provider authorizes the Medical Assistant to dispense sample medications,** the Medical Assistant will document in a patient case or office visit note in the patient's chart.
 - a. Medical Assistant to document authorized medication name, strength and reason for medication in a patient case or office visit note in the patient's chart if this was not done by the provider.

- 2. When retrieving sample medications,** the authorized clinical professional should retrieve medicine cabinet key from Practice Manager at 3144 or secure cabinet at 3132 to unlock cabinet then:
 - Review the provider's order/authorization
 - Double-check the name of the medication on the package
 - Confirm the expiration date of the medication
 - Verify the patient's allergies to medications

- 3. Once Medical Assistant has retrieved sample medication from cabinet,** the Medical Assistant needs to document on the Patient Distribution Log in the sample medication cabinet then document in the patient's chart. Documentation in the chart to include the following:
 - Medication name
 - Dosage

- Frequency or time
- Route
- Form, I.e., liquid, tablet, drops
- Date dispensed
- Lot number

4. Medical Assistant will then place the sample medication up front for the patient to pick up. The Medical Assistant will place the sample medication in a brown bag that has the patient's name and date of birth along with provider name, Medical Assistant initials and date, then place in cabinet at front desk for patient to pick up.

Sample medications will be checked on a monthly basis by the Clinical Coordinator to dispose of any expired sample medications following federal, state, and local laws.