

CHAPTER Health/Medical	CHAPTER 03	SECTION 001	SUBJECT 45
SECTION Drugs and Medication		DESCRIPTION Sample Medications	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agency	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) uses sample medications when available to help persons served get needed medication if they have no insurance, limited funds, or need to start a new treatment quickly.

STANDARDS:

- A. LCCMH accepts manufacturer's medication samples in accordance with all applicable federal, state, and local laws and manufacturer policies.
- B. Sample medications may be used when a medication needs prior insurance approval or the pharmacy does not have it in stock.
- C. Sample supplies are limited and cannot be guaranteed.

PROCEDURES:

Receiving Medication Samples:

- A. Pharmaceutical representatives and LCCMH nurses work together to determine which samples are needed. Nurses may also contact pharmaceutical

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representatives to request specific samples and help obtain the prescriber's signature if authorization is required.

- B. LCCMH nurses may receive sample medications directly from pharmaceutical representatives or through manufacturer shipments. All sample medications must be immediately stored in a designated locked area, accessible only to authorized LCCMH staff.
- C. The receiving nurse records the samples in the inventory tracking record and signs a receipt of delivery and/or sends confirmation by fax or email, if applicable.

Prescriptions for Sample Medications:

- A. The LCCMH prescriber sends an electronic prescription to the preferred pharmacy of the person served.
- B. If insurance is inactive, prior approval is needed, or the pharmacy has a supply issue, a LCCMH nurse or prescriber may check whether samples are available and indicated.
- C. If the use of samples is indicated, the nurse contacts the LCCMH prescriber to request a separate sample prescription be ordered in the electronic health record (EHR) but not sent to the pharmacy.

Processing Sample Medication Requests:

- A. The nurse provides sample medication to the person served, along with written directions for use. Both the nurse and person served and/or their guardian sign the LCCMH Form #442 Sample Medication Acceptance Form.
- B. The LCCMH nurse documents in the EHR the medication name, the dosage, and the quantity provided. If less than the full quantity of the prescription is provided, the remaining quantity available for samples is noted. The total sample amount cannot exceed the prescription total.
- C. The nurse updates the inventory records to deduct the amount dispensed.

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Sample Medication Disposal:

- A. Expired or unusable sample medications are disposed of by nurses according to LCCMH Policy 03.001.40 Medication Disposal and all applicable federal, state, and local laws.
- B. After disposal, the nurse updates the inventory record.

REFERENCES:

LCCMH Form #442 Sample Medication Acceptance Form
LCCMH Policy 03.001.40 Medication Disposal

LD:lr