


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			

POLICY:

Lapeer County Community Mental Health (LCCMH) utilizes sample medications to aid persons served in obtaining medications when they have insufficient funds, no insurance, or to begin treatment with a new medication (e.g. requiring a prior authorization).

STANDARDS:

LCCMH will accept receipt of manufacturer's medication samples in accordance with all applicable Federal, State, and Local laws and policies established by the manufacturer. The contracted pharmacy will assist LCCMH in the management of labeling sample medication, maintaining inventory, and therapeutic screening. Sample medications are the property of LCCMH. The contracted pharmacy will not assume possession of sample medications.

PROCEDURES:

Receiving Medication Samples:

- A. Pharmaceutical representatives are required to check with the contracted pharmacy to determine which samples are needed.
- B. The Agency nurse will receive sample medications directly from pharmaceutical representatives, United States Postal Services, or other commercial carrier. The

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medication will be placed in the designated locked holding area with access limited to authorized personnel only.

- C. The Agency nurse will notify the contracted pharmacy when sample medications have been received.
- D. The contracted pharmacy will enter the received sample medications into the perpetual inventory system.
- E. At no point will sample medication be brought into the space occupied by the contracted pharmacy.

Prescriptions for Sample Medications:

- A. The contracted pharmacy will receive a legal prescription from the Agency physician and evaluate payment status.
- B. If insurance coverage is not active at the time of service and sample medication is available, the contracted pharmacy will notify Agency nurse and recommend that sample medication be used. The prescription will then be processed using samples.
- C. A copy of the written prescription will be maintained in a separate file with the pharmacy. The original copy will be maintained by LCCMH in the electronic OASIS system.

Processing Sample Medication Requests:

- A. The contracted pharmacy will process the prescription via normal procedures, and generate a "Sample Medication Program" label and patient information sheet. The perpetual inventory will be adjusted accordingly.
- B. The label, sample medication, and written prescription will be verified by the pharmacist and Agency nurse for accuracy.
- C. The contracted pharmacy will apply the label to the sample medication in the designated holding area at the time of dispensing. The Agency nurse will sign out sample medication utilizing the contracted pharmacy sample medication sign out form.
- D. The Agency nurse will then dispense the sample medication to the person served. The "Medication Acceptance Form" will be signed by Agency nurse and person served (guardian and/or parent if applicable) verifying receipt of medication.
- E. At no point will the pharmacist dispense sample medication directly to the person served.

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Sample Medication Inventory Management:

- A. The contracted pharmacy will maintain a computerized perpetual inventory record.
- B. The contracted pharmacy will perform monthly inventory audits to verify accuracy of sample medication inventory.
- C. The sample medication inventory is the property of LCCMH. At no time will the contracted pharmacy assume control of the sample medication inventory.

Sample Medication Utilization Reporting:

- A. The contracted pharmacy will provide quarterly reports detailing drug, quantity, physician, actual wholesale price (AWP) and therapeutic class as requested by LCCMH.
- B. The contracted pharmacy will run a sample medication utilization report quarterly and will provide the report to the Medical Director and other LCCMH staff upon the request of LCCMH.
- C. The contract pharmacy will provide a "Sample Medication Inventory Report" to LCCMH prescribers at a mutually agreed upon interval.

JR:mgr