Our Lady of the Lake Regional Medical Center - Pharmacy Department Standard Operation Procedure: Non-Formulary Medication Dispensing Process
Expectation: NFT and review worksheet must be completed and submitted to clinical RPh for review (except for emergent, life



1. Call dinical manager to discuss

2 Send NrTi-vent in email to din manager 3. If approved forward email with Cin manager approval, NFT ivent, and order in queve to buyer, cx IT RPh and Cin manager (determine if we are borrowing/already
stocked/purchasing, etc)
4. Notify MD and nurse of ETA and status
5. Update NF stock on Hand Workbook Active Orders sheet with information known: start date, patient name, MRN, nursing unit, generic name, brand name, dose, route, frequency, duration of therapy (ff known)

Determine if stocked already or not
2. Email buyer screenshot of NFI $i$ Vent and order fiom verify Orders, CCIT RPh and Ciniral Director/Manager (ff stodked mention in emiil) 3. verify order in Epic and dispense medication a. Be sure to obtain correct NDC number from charge and update order in Epic
4. Update NF stock on Hand Workbook Active Orders sheet with information known: Start date, patient name, MRN, nursing unit, seneric name brand name dose, route, fiequency duration of therapy (fiknown)
5. Update MD and nurse of ETA


1. Package and store medication in area assigned by IT RPh
2. Update the following columns on NF Stock on Hand Workbook Active Orders sheet med strength, package size, quantity
on hand, days supply, as of (date), and storage location
3. Verify the order if not previously stocked, assigning the correct NDC number for product
4. Notify unit-based RPh ( \& IV room if needed) that med has been dispensed
5. Create i-Vent
a. Type: Pharmacy Management
b. Subtype: Drug Procurement
6. Email dinical distribution list serv and buyers to purchase more supply when 72 hr supply remaining and/or on Thursday


Updated: 5/17/23

