

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Ordering and Receiving Drugs	Policy #: 6.0
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Approved by: Board of Directors	Effective Date: 07/21/2016

6.0 Ordering and Receiving of Drugs

OBJECTIVE: To establish guidelines for the ordering and receiving of drugs at Good Samaritan Health & Wellness Center Pharmacy.

POLICY:

1. Medications for in-house use by providers may be ordered from the pharmacy.
 2. Supportive personnel may be assigned the task of ordering and receiving.
 3. All invoices must be initialed and dated by the person checking in the order.
 4. Invoices must accompany statements which are to be submitted for payment.
- All invoices will be kept for a minimum of two years.