

UTMB DEPARTMENT OF PHARMACY POLICY AND PROCEDURES

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	Last Review/Revision Date: 03/08/06
	Next Review Date: 03/08/08
	Author: Department of Pharmacy

BORROW AND LOAN

AUDIENCE

All Pharmacy Personnel

POLICY

In order to ensure the availability of drugs at all times within the hospital, UTMB Pharmacy shall obtain medication from an outside source when necessary. As a professional courtesy, UTMB Pharmacy may loan medications to local pharmacies and hospitals.

It shall be UTMB Pharmacy storeroom's responsibilities to review monthly outstanding borrow/loan for reconciliation.

Medications that are on national shortage or backorder may not be loaned. Exceptions may be granted by the Director of Pharmacy.

PROCEDURES

Even Exchange

The UTMB Pharmacy will review the borrowed and loaned list from the providing Pharmacy and will ask the pharmacist to choose a product that may be evenly exchanged.

The Average Wholesale Price (AWP) from Pharmakon or the current Red Book will be used to determine the price of the item that the UTMB Pharmacy will provide.

This transaction will be recorded on the Floor Stock Requisition Form as an Even Exchange with the dollar amount involved, the item and amount to be received, the item and amount that the UTMB Pharmacy will provide and the NDC numbers for the items.

Products not dispensed in the original manufacturer's containers must be labeled appropriately.

The Floor Stock Requisition Form will be forwarded to the Storeroom Purchasing Office for entry.

- If storeroom merchandise is loaned out, the item will be transferred to the department "Borrow & loans". This transaction will update the automated inventory control system.
- If merchandise is loaned out from areas outside the storeroom,

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the borrow and loan system will be used to update the borrow and loan system.

Statement Billing

On a monthly basis, a statement shall be generated for the amount due to or from UTMB Pharmacy.

Checks received for Borrow and Loan settlement shall be deposited to inventory sales.

Merchandise received for Borrow and Loan settlement shall be received into the automated inventory system at current cost.

Before items are ordered from an outside source, all areas of the pharmacy must be checked. During normal hours, the storeroom personnel will be responsible for locating the medication. After hours, the Service Coordinator will contact the Storeroom on call person.

The storeroom personnel will be responsible for maintaining and updating a list of retail stores and hospitals to be used for ordering from outside sources.

Once a source has been located, the storeroom personnel will arrange for the delivery of the medication. If controlled substances (CII-CV) are involved, the additional documents are required:

- DEA Form 222 for schedule II medications
- Invoice document for schedule III-V medications.