

**RX SPECIALTIES PHARMACY**  
(248) 546-5500                      FAX: (248) 546-8979

**PHARMACY PROCEDURES**

**NEW PRESCRIPTIONS**

When you obtain a new prescription from the Physician you must:

1. Record the new information in your medical records (MAR)
2. Fax the prescription to the Pharmacy
3. Make a copy of the prescription for your files and give the original prescription to the pharmacy driver.
4. All electronic prescriptions will be filled and delivered to the facility with a copy of the e-script for the facility's staff to record on the MAR . Please keep the copy of the new electronic prescription in your files..

**REFIL LLS**

Remember that only routine medications will be sent monthly from the pharmacy. You must order all other medications and items that are needed for your Resident. Check your medication supply weekly to see what is needed to be ordered. This includes:

1. Eye drops
2. Inhalers
3. Insulin and all related supplies
4. Gloves
5. Liquids, creams, lotions
6. PRN medications
7. etc.

Please do not wait until you are out of a medication or item before you reorder from Pharmacy. All ***new prescriptions*** will be delivered same day. All ***refills*** ordered will be delivered **next business day** unless the driver is already coming to your facility. Remember that Saturday is emergency deliveries only, you must remember to order anything needed by Thursday so that you have enough supplies for the weekend. Our goal is to service each of our facilities in a timely & efficient manner without making daily deliveries to facilities due to refills needed. This can only be achieved if you (the facility) can please inventory and order all of your PRN, liquids, and all other medications that are not sent with your monthly order on a **weekly** basis.

Pharmacy is always willing to work with you. Don't hesitate to call if you have any problems, concerns or special requests.

Thank you very much for helping RX Specialties Pharmacy to better serve each facilities needs. Your thoughtfulness is greatly appreciated