

MED CYCLE INFORMATION

- ✧ Cycle Medications will be filled on a 28-day schedule (starts on the same weekday every 4 weeks) and delivered to your facility 2-3 days prior to cycle start date. This allows time for review and verification.
- ✧ Please review resident MARs 1-2 weeks prior to new cycle and update the pharmacy of any needs for PRN meds and/or Bulk Meds (i.e. inhalers, creams, insulin, eye drops).
- ✧ Routine cycle medications do not require reorders from the facility staff. The pharmacy will attempt 3 times to get a refill directly through the provider, if the office will accept requests from the pharmacy. After the 3rd attempt, the pharmacy will notify the facility to follow up with providers.
- ✧ For new orders and dose changes between cycle deliveries, the pharmacy will provide enough medication to make it through until the next cycle start date (unless the order specifies differently).
- ✧ For DISCONTINUED medications, notify pharmacy of dc (preferably with dc script), remove medication from the cart and dispose per facility policy.
- ✧ Cycle deliveries are either sent with a daily delivery driver, typically in the evening, or delivered during the day by the Account Managers.
- ✧ At time of delivery, please review the enclosed packaging slips and pink sheets for verifications and to review what/why medications are absent.
- ✧ Facility staff should notify the pharmacy within 24 hours if anything is missing or incorrect with cycle med delivery.
- ✧ HOSPICE MEDS will be refilled UPON REQUEST from the facility – not in cycle
- ✧ CONTROL MEDS will be refilled UPON REQUEST from the facility – not in cycle
- ✧ BULK MEDS will be refilled UPON REQUEST from the facility
- ✧ For NEW RESIDENTS, complete the Pharmacy Service Agreement packet, **fax** back to pharmacy **and call** to speak with customer care for medication transfers/refills.
 - ✧ Daily Delivery drivers cannot take back discontinued/waste medications