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## 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.
- ✧ 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 3<sup>rd</sup> 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 ex: 30 days script with no refills).
- ✧ 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**

REV 02/2024