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**POLICY**

**ORDERING AND RECEIVING OF DRUGS**

**8009**

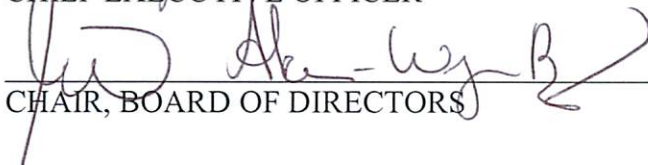
**OBJECTIVE:** To establish guidelines for the ordering and receiving of drugs at Bullhook Community Health Center Pharmacy (BCHC).

**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.
5. A copy of invoices with controlled substances must be filed separately.
6. All invoices will be kept for a minimum of two years.

  
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 CHIEF EXECUTIVE OFFICER

Date: 11-25-14

  
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 CHAIR, BOARD OF DIRECTORS

Date: Nov 25, 2014

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New date adopted/Board	10/13/2014
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