**Medication Dispensary (Pharmacy) Protocol**

Each patient arriving at the Medication Dispensary will be escorted by a runner and have a prescription request filled out on the Patient Health Form.

**To dispense medication:**

1. Patient Health Form:
	1. Double check medical history and allergies on front of Patient Health Form.
	2. Use the section: “Prescription to be Dispensed” on the reverse to select the appropriate pre-filled medicine pack.
2. Pre-Printed Label:
	1. Complete the label:
		1. Today’s date *(circle it).*
		2. Patient name.
		3. Prescribing dentist name.
		4. Log sheet number.
		5. Your initials.
	2. Double check that this is the correct medication (match the existing vial label to the new label) and affix label to vial.
3. Log each prescription on the appropriate Log Sheet:
	1. Patient name.
	2. Dispensing dentist’s name.
	3. Your initials.
4. Dispense pack and instructions to patient, ask if they have any questions.
5. Add the log sheet number to the Patient Health Form as indicated under “Prescription to be Dispensed.”
	1. Log sheet number.
	2. Your initials.

Ask how the patient is feeling and if they have any questions/concerns.  Direct patients with concerns with their runner back to the Patient Advocate; otherwise, send patients with their runners on to Patient Exit.

Thank you for helping heal hundreds with #NMOM!