

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

CLINICAL PROCEDURE

NUMBER: DC1009

NAME: DISPENSING PROFESSIONAL SAMPLES

INITIAL APPROVAL DATE:	10/31/1995	BY: SCCMHA Board
(LAST) REVISION DATE:	08/25/2022	BY: Policy Committee
(LAST) REVIEW DATE:	09/21/2023	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

I. **PURPOSE**

To outline the process for dispensing professional samples by the Agency Psychiatrist.

II. **APPLICATION**

Populations: **ALL**

Programs: **Direct - ALL**
Contracted - None

III. **PROCEDURE**

- A. An order must be obtained from the Agency Psychiatrist to dispense professional samples. Written orders must include the individual's name, name of medication, dosage recommended and number of pills to be dispensed.
- B. The Registered Nurse/Medical Assistant will dispense medication as directed by the written order of the Agency Psychiatrist from the medication supply cabinet.
- C. Samples will be dispensed in original packaging with the name of the individual, name of medication, strength and directions.
- D. The Registered Nurse/Medical Assistant will document medications distributed on the Medication Inventory list and in the individual's record under scripts.
- E. The Registered Nurse/Medical Assistant will attempt to link the individual with a patient assistance program, if possible, through the drug manufacturer.

IV. **DEFINITIONS**

V. **STANDARDS**

VI. **ATTACHMENTS**

VII. **REFERENCES**

Medication Inventory/Professional Samples