



Dispensing Medication Samples to Patients

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Dispensing Medication Samples to Patients

If you dispense medication samples to patients, here are a few suggestions that will help minimize the risk of problems.

Storage and Monitoring:

- Store samples in a locked location.
- Keep samples well organized. **Separate drugs with similar names.**
- Schedule a time each month to check for expired samples and dispose according to law.
- Keep a tracking log. Record the patient's name, the medication given, the date dispensed, and the lot number.

Access:

- Only physicians, nurse practitioners, or physician assistants with prescribing authority may actually dispense medications.
- Do not allow employees to request or access samples for personal use.
- Do not allow medicine to be dispensed without physician, nurse practitioner, or physician assistant authorization.

Dispensing:

- Sample medications should be labeled with the patient's name, dosage, frequency, and route.
- When retrieving samples, authorized personnel should review the order, check the drug name on the package, confirm the expiration date, and verify patient drug allergies.
- The prescriber should discuss proper administration, storage and drug side effects. Written instruction may also be provided to the patient.
- **Document, document, document.** In the patient's record, note which sample medication was used, the lot number, and the time spent educating the patient on the proper use of the medication.

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