

MEDICATION MANAGEMENT
CHECKLIST #2
MANAGING MEDICATION SAMPLES

Medication samples are widely used in a physician's office practice. A standard process should be in place for the proper handling, storage, dispensing, and disposal of medication samples. The safe management of medication samples can help prevent medication errors and subsequent patient injuries.

	YES	NO
1. Policies and procedures are in place for storing, handling, dispensing, and disposing of medication samples in the practice.	<input type="checkbox"/>	<input type="checkbox"/>
2. Medication samples are stored in a safe and secure location in your office to reduce the risk of theft and unauthorized use. Access to medication samples is limited to licensed staff members. These samples are not kept in examination rooms or areas that are easily accessible to patients and visitors (e.g., in unlocked drawers or on countertops). The manufacturer's recommendations for storage of each drug is followed.	<input type="checkbox"/>	<input type="checkbox"/>
3. A log of medication samples is maintained. The log includes documentation of the monitoring of expiration dates.	<input type="checkbox"/>	<input type="checkbox"/>
4. The responsibility of monitoring and tracking the inventory of medication samples is assigned to a licensed staff member.	<input type="checkbox"/>	<input type="checkbox"/>
5. The provider or licensed professional explained the proper use of medication(s) to patients. Any special instructions or warnings are included in that discussion and are documented in the patient's medical record.	<input type="checkbox"/>	<input type="checkbox"/>
6. Sample medications are labeled according to the provider's order with the same labeling requirements as a pharmacy. According to New York State Education Law §6807(1)(b), the label should include: <ul style="list-style-type: none"> • Name of the patient • Name of drug • Dosage • Name of practitioner prescribing medication • How often to take medication • How much medication was prescribed (number of pills) • Special instruction on how to take the medication (e.g., with meals, etc.) 	<input type="checkbox"/>	<input type="checkbox"/>
7. Expired medication samples are disposed of in accordance with state, federal, and local laws.	<input type="checkbox"/>	<input type="checkbox"/>