



COUNTY OF YOLO

HEALTH AND HUMAN SERVICES AGENCY

POLICIES AND PROCEDURES

SECTION 5, CHAPTER 11, POLICY 012

DISPENSING MEDICATIONS

- A. **PURPOSE:** To establish a uniform standard for governing the process of dispensing medications.
- B. **FORMS REQUIRED/ATTACHMENTS:** N/A
- C. **DEFINITIONS:**
1. **Dispensing:** furnishing of drugs or devices upon lawful order of a prescribing provider, including furnishing, packaging, labeling, or compounding necessary to prepare the substance for that delivery.
- D. **POLICY:** Yolo County Health and Human Services Agency (HHS) will NOT dispense medications, except for specific injectable medications during injection clinics, or when dispensing “samples” for the sole purpose of providing a client access to prescription medications and “trial” prescriptions (see HHS PP 5-11-013). HHS psychiatric staff will issue prescriptions for all prescribed medications per the procedures outlined below. HHS will provide for safe, effective distribution, control, storage, use, and disposition of drugs according to the requirements of federal and state law.
- E. **PROCEDURE**
1. HHS will not furnish, package, label, or compound any drug for delivery, except as noted above.
 2. HHS prescribers will issue prescriptions for all prescribed medications. Prescriptions may be submitted electronically by the prescriber to the pharmacy through Order Connect, or a written prescription may be given to the client to present to his/her pharmacy of choice, or by verbal order by prescriber to authorized medical/nursing staff (RN, LVN, LPT).
 3. All prescriptions shall contain the prescriber’s name, license number, and clinic address.
 4. Each prescription shall contain the name of the medication(s) prescribed, dosage, directions for use, total number of tablets/capsules, any refills, and indicate generic or dispense as written (DAW) for brand name drugs. All prescriptions shall be electronically submitted via Order Connect or written physically on authorized prescription pads.
 5. If a prescription is printed onto prescription paper from Order Connect, a record of the prescription is retained in Order Connect. The prescribing provider will document in their note, “physical prescription given to client for 30-day supply,” or similar as appropriate.

F. REFERENCES:

CCR, Title 9, § 1810.435 (b) (3)

MHP Contract, Exhibit A, Attachment 1, Appendix D, § A, Items 10a-10d

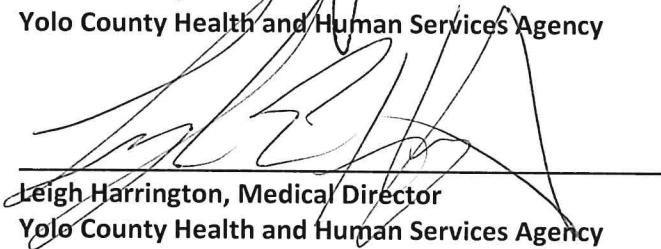
Approved by:



Karen Larsen, Director
Yolo County Health and Human Services Agency

7/15/19

Date



Leigh Harrington, Medical Director
Yolo County Health and Human Services Agency

7/9/19

Date