



**Administrative  
Policies and Procedures**

Originating Venue: Medication Management  
**Title:** Sample Medications Policy Procedure  
**Date Issued:** 05/09  
**Date Reviewed:** 11/14  
**Date: Revised:** 10/14  
**Attachment:** Patient Distribution Log – Medications

**Policy No.:** MM-2702  
**Cross Reference:**

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**Purpose:**

Premier Medical Group (PMG) accepts sample medications from pharmaceutical drug representatives and dispenses them to our patient population. The distribution of sample medication allows patients a "trial run" on a new medication without financial expense. Although the samples are free-of-charge, this does not lessen the physician's continuing responsibility to the patient.

**Policy:**

PMG will ensure patient safety in accepting and distributing sample medications.

**Procedure:**

1. All sample medications will be stored in a locked room or cabinet. Medications should not be in exam rooms where patients are left unattended.
2. The storage area should not be subject to extreme temperatures. All refrigerators containing medications will have daily temperature checks. Logs of these checks will be kept in accordance with the Medication Refrigerator Policy and Procedure.
3. Lighting in the storage room/cabinet should allow easy reading of medication names and dosages.
4. Samples should be well-organized by drug or drug group. Medications with similar names should be located in separate areas.
5. All medications in the practice will be checked monthly for outdates, deterioration and appropriate location. Include all areas in which medications are stored including refrigerators.
6. Expired sample medications will be discarded in accordance with federal, state and local laws.
7. An inventory of sample medications will be maintained. A form should reflect the names of patients who received medications, including the lot number. If preferred the office may use a sheet for each different medication. These sample logs are intended to provide PMG with a methodology to track the sample medications that are dispensed as well as to aid in identifying those that have expired and require disposal. The Patient Distribution Log (See form attached) is a means to keep track of the lot numbers of the medications given to each patient. Use of this log will simplify the process of identifying those patients that have received a medication whose lot number has been recalled or has had other warnings or issues associated with it.

**Access:**

1. Access to sample medications is limited to medical personnel only.
2. Employees are not allowed to access or request free samples for personal use. Self-medication can lead to adverse events of which the practice could be held liable.

**Dispensing:**

1. Only pharmacists, physicians and mid-level providers with prescribing authority may actually dispense medications.
2. At times patients request refills of their sample medications. Sample medications can only be dispensed after a physician or mid-level provider with prescribing authority (physician assistant or nurse practitioner) has authorized the refill. This information should be noted in the patient's record.
3. When retrieving sample medications, the authorized medical professional should:
  - review the provider's order/authorization
  - double check the name of the medication on the package
  - confirm the expiration date of the medication
  - verify the patient's allergies to medications
4. All medications should be labeled with a sticker with the following information:
  - Patient's Name
  - Medication Name
  - Dosage
  - Frequency or Time
  - Route
  - Form, i.e., liquid, tablet, drops
  - Date Dispensed
  - Lot Number
5. The provider should discuss with the patient the administration, storage, and side effects of the medication. This discussion, as well as the patient's understanding, should be documented in the patient's record by the provider.
6. Documentation of the provision of sample medications should be placed in the log as noted above.

**Recalling Medications:**

1. If any medication recall occurs, all patients identified as having received the recalled medication and dose, with the involved lot number, will be contacted and instructed to stop taking the medication and return the unused portion to the practice.

**Date Policy to be reviewed:** 10/15

