

HOW TO FILL PRESCRIPTIONS

- 1) Before opening a new bottle of medication to count out meds - you must look to be sure there isn't already an open one. This means real look, as in scan the shelf and if you can't find one, check the price tag inventory to see if it reflects that we have an open bottle. When there are multiple open bottles on the shelf, it is easy to mix brands (not ok) and odds are the expiration date won't be right because now the inventory is off. If the expiration date on the bottle you are using does not match the one on the label see below.
- 2) When you are filling meds, it is your responsibility to verify that the expiration date on the label matches the one on the bottle. If it does not, you need to have a CVT, doctor, or inventory manager change the expiration date on the label BEFORE filling it and they will also update the inventory. Sending home prescription labels with incorrect exp dates means that pets could be receiving expired medications which can be dangerous and also is not presenting the truth to our clients.
- 3) If you open a prescription bottle or box and take pills, liquid, or vials out of it, it is VERY important that you place a sharpie x on the bottle. You must carry a sharpie in your pocket at all times and if you open a bottle you x it before you count out meds.
- 4) When double signing full med bottles you must open every lid and box to be sure the client is getting charged for a full product and sent home an open one that wasn't x'd. Also, verify that the mg size of the product inside the box matches what is on the outside of the box.
- 5) When double signing prescription foods, be sure that the type of food and size of product is correct (as you would for any medication)
- 6) When putting away products, please look at the shelf and find the label for where it goes and place it there. If you can't find a labeled spot for something, ask the CVT where is the best location for the product and then put a label there if there isn't one.
- 7) If you notice stock is getting low or empty, before you write it on the order list or tell a client we have to special order it - please make sure you 1) check the price tag inventory to see if we have it 2) go to the overflow shelf and get any of that type of product and put it where it belongs.