

## **Department of Pharmacy Policy**

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**SUBJECT:** BORROW/LOAN PROCESS FOR EMERGENCY PROCUREMENT

**PURPOSE:**

Occasionally it is necessary to borrow items from another institution to satisfy nonformulary drug requests or to cover a stockout situation.

Other institutions may call on U.K. Hospital when out of an item needed. One must know if and how much is appropriate to loan.

**INSTRUCTIONS:**

Borrowing:

1. When needing an item, first check with the Kentucky Clinic Pharmacy (KCP) when open and Markey Outpatient Pharmacy (MOP) for the needed item.

The person transferring the drug(s) between the inpatient pharmacy and one of the other pharmacy areas will complete a charge document to transfer the drug expense, and forward the charge document to the Inventory Control technician.

2. To avoid time and expense of delivery, next try to borrow from the V.A. Hospital Pharmacy.

VAH Pharmacy: 17-4239 (inpatient) 17-4238 (outpatient)

3. If unavailable from the above locations, check next with hospitals in the vicinity of U.K. Hospital. On occasions it may be necessary to contact a similar hospital in Louisville or Cincinnati.

Lexington

Central Baptist Hospital	275-6110
Saint Joseph Hospital	278-3436
Saint Joseph Hospital East	268-3760
Samaritan Hospital	252-6612

Louisville

Jewish Hospital	(502) 587-4761
Baptist East	(502) 897-8140
Humana University	(502) 562-3436
Norton's/Alliant	(502) 562-7256

### Cincinnati

Jewish Hospital	(513) 569-2110
Christ Hospital	(513) 369-2432
Children's Hospital	(513) 559-4292

4. When the item is located, call Dasher Express (255-3884) to pick up the item (including out-of-town hospitals). Give clear instructions as to what hospital, location of package at hospital, and the area to deliver the package to at U.K. Hospital (including a phone number). Give the person at Dasher Express our account number (1065).
5. Fill out a pink requisition form with the complete information as to drug, dose, size and quantity borrowed; and with complete name, address, and telephone number of borrowing institution unless it is a local Lexington hospital. Place completed forms in the billing box for the Inventory Control technician.

### Loaning:

1. When another hospital/pharmacy calls to borrow an item, the pharmacist should check to see if the item is in stock and determine if the quantity requested can be loaned without jeopardizing patient care at U.K. Hospital and without requiring that UK hospital immediately purchase more of the product to replenish depleted stock (use judgment based on min/max levels listed on the stock container).
2. The pharmacist then fills out a pink requisition form. It is important to get the name of the person calling requesting the item as well as the person picking up the item. The person loaning lists the complete information on the form as to drug, dose, size and quantity loaned; and name/address/telephone number of the institution, unless it is a local Lexington hospital.
3. The pharmacist should place the completed "Loan" form in the billing box for the Inventory Control technician.

### Follow-up:

1. The inventory control technician will generate an invoice through Pharmacy IDB for all borrow/loan activity, and will mail invoices to borrowing institutions on a monthly basis, using average wholesale price.
2. The inventory control technician will maintain records of borrow/loan activity until the specific transaction is completed (i.e., all items replaced/paid for).
3. It is preferable that items borrowed from U.K. be replaced in kind, but when that is not possible U.K. will accept payment based upon the average wholesale price. In the event of the borrowing institution having difficulty replacing an item, U.K. will accept payment of another item(s) of equal monetary value, as long as that item is acceptable to U.K. (formulary, and of a dose/size/form that is commonly used by U.K.). U.K. will also reserve this

right in repayment to other institutions.

4. Pharmacy does not loan blood factors. University blood factors are on a consignment program; thus are not ours to loan. It is recommended that Pharmacy staff give the requesting institution the 24hour/7day number (800 837-5403) for ASD (American Specialty Distribution), our blood factor supplier. ASD will assist them in getting factor.
5. It is the responsibility of the borrowing institution to arrange transportation. Pharmacy does not arrange transportation and then bill for it. Pharmacy arranges transportation of the product if, and only if, University Hospital Pharmacy is borrowing the item.

Approved and Authorized: \_\_\_\_\_

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