



McLean County Area EMS System

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MEMORANDUM

To: Transport Agencies

From: Kris Newcomb, RN, BSN, Quality Assurance Coordinator

Date: 3/16/2018

Subject: Expired Medication Replacement Process Advocate BroMenn Medical Center

Advocate BroMenn Medical Center has requested a process change for the policy of expired medication exchange at the ABMC pharmacy. Numerous agencies stop by the pharmacy during the last few days of the month to exchange their expiring medication. Pharmacy staff are tasked with quickly attempting to fill these requests so that providers may return to service. At times, this can cause undue delays to other pharmacy related duties. In an effort to minimize unscheduled interruptions to pharmacy staff and expedite the exchange of medication for providers, we will institute the following process change:

As of April 14, 2018; It is requested that when you review your expiring medications, you will please fill out the medication replacement request and submit via Fax, **at least** 24 hours in advance of when you plan to come to ABMC pharmacy to change out your medication. No signatures are required for exchange of expiring medications, and you can indicate that it is an Expiring Medication Exchange under Patient Name on the form. This prior notification will allow pharmacy to have your medication replacements pulled and ready for exchange when you arrive and will minimize interruptions to their daily routine.

This process is only in effect for exchange of expired medications and does not in any way affect the medication replacement process for medications used during patient care.

Please fax all requests to ABMC Pharmacy at **309-888-0902** at least 24 hours prior to pick up at ABMC pharmacy.

Thank you for your cooperation in this matter,

Kris Newcomb, RN, BSN
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