Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department of Pharmacy Started By: \_\_\_\_\_\_\_\_\_\_\_

New/Change Product Checklist

* Brand Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Refrigerated Drug: Yes**□ **No**□
* Generic Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Inner NDC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ABC8 #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Outer NDC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for Switch:** □ **Brand to Generic** □ **Drug Shortage/Backorder** □ **New Drug** □ **NDC/Barcode Change**

**Info**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Systems to Update: □ **New Primary**

* Automated Medication Management Systems (ex. Talyst) Initials
  + Drug set up (Inner NDC Number – Outer NDC Number) \_\_\_\_\_\_
  + Scan Bar Codes \_\_\_\_\_\_
  + Add New Location/A Location \_\_\_\_\_\_
  + Add/Change wholesaler, product ID and par levels (min/max) \_\_\_\_\_\_
* Drug Dispensing Cabinets (ex. Pyxis)
  + Assign Pyxis ID \_\_\_\_\_\_\_\_
  + Drug set up (Inner NDC Number – Outer NDC Number – Barcodes) \_\_\_\_\_\_
  + Set up in C2 Safe \_\_\_\_\_\_
  + Scan bar codes \_\_\_\_\_\_
  + Med stations update par levels \_\_\_\_\_\_
* Electronic Health Record Systems (ex. Cerner)
  + Add new product/update existing \_\_\_\_\_\_
  + Unit cost \_\_\_\_\_\_
  + Package cost \_\_\_\_\_\_
  + Billing Information \_\_\_\_\_\_
    - COD/COA \_\_\_\_\_\_
    - CDM Code \_\_\_\_\_\_
    - Pricing Schedule \_\_\_\_\_\_
    - HCPCS Code \_\_\_\_\_\_
  + Barcode \_\_\_\_\_\_
  + Update Order Catalog (Mask – Linking) \_\_\_\_\_\_
  + Update Charge Services (JCODE/QCF) \_\_\_\_\_\_
* Pharmacy Workflow Managers (ex. DoseEdge)
  + Drug Set up (Inner NCD Number – Outer NDC Number – Barcodes \_\_\_\_\_\_
* 340B Management (ex. MacroHelix)
  + Add/Update Product (NDC – Pyxis ID – BUPP – Vendor) \_\_\_\_\_\_
  + 340B Qualification settings \_\_\_\_\_\_
* Charge Master (ex. Craneware)
  + New CDM Request \_\_\_\_\_\_
* Repackaging
  + Use Existing Canister \_\_\_\_\_\_
  + Purchase New Canister? \_\_\_\_\_\_
  + Auto Pack or MILT \_\_\_\_\_\_

**Clinical Review Completed By:** \_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Category | Old Medication | Replacement Medication |
| Haz Med / Haz Waste |  |  |
| Carbohydrate Warning |  |  |
| Latex / Alcohol / CHO / Gluten Free |  |  |
| Preservatives: BA, Methylparaben |  |  |
| Multiuse or Single Use |  |  |