Free Medicine Program

2015

STANDING OPERATING PROCEDURE

Compiled by: FPBS FMP Taskforce Team on 29/12/2014

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FREE MEDICINE PROGRAM

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DRAFT

Objective: To guarantee the availability of the right quantity of supplies. Supplies are more likely to be available if ordered regularly and properly. Following are the process for nominated Retail Pharmacy to order 72 medicines under the Free Medicine Program [FMP] from FPBS. **These medicines will not be sold.**

Step 1: Count Stock

The pharmacist at the retail pharmacy has to count all FMP stocks and place the counted quantity in the "in stock column of the FMP Requisition Form. The FMP Requisition Form can be downloaded from MoHMS website: www.health.gov.fj

Step 2: Quantity to Order

The Pharmacist at Retail pharmacy needs to fill in the FMP Requisition Form. It is mandatory for the pharmacist to fill column from "Quantity Previously Supplied" up to "Quantity to Order" on the FMP Requisition Form.

Step 3: Sending Orders

Send complete FMP Requisition Form to address below;

The Bulk Purchase Scheme

P O Box 106

Government Building Suva

Att: Accounts Officer

The completed Requisition can also be forwarded through e-mail and by fax on below address & number;

FPBSBulkPurchase@govnet.gov.fj.

Fax: 3388006

Free Medicine Program Requisition Form

Retail Pharmacy Name : _____

Date:
_____

Pharmacy Locations:_____
Name of Pharmacist:_____

Signature:_____

No	Item Description	UOM	To be filled by the Pharmacist in the Retail Pharmacy				FPBS Use Only
			Quantity Previously Supplied	**Quantity Utilized**	**Quantity Instock**	**Quantity to Order**	**Quantity Supplied**
1	Allopurinol Tablets 100mg	TA					
2	Amoxycillin Capsules 250mg	CA					
3	Amoxycillin Capsules 500mg	CA					
4	Amoxycillin Suspension 125mg/5ml	BT					
5	Aspirin Tablets 300mg replaced by 100mg	TA					
6	Atenolol Tablets 50mg	TA					
7	Bisacodyl Tablets 5mg	TA					
8	Bisacodyl Suppository 10mg	SUP					
9	Carbamazepine Tablets 200mg	TA					
10	Carbimazole Tablets 5mg	TA					
11	Colchicine Tablets 0.5mg	TA					
12	Cotrimoxazole Suspension 240mg/5ml	BT					
13	Cotrimoxazole Tablets 480mg	TA					
14	Diazepam Tablets 5mg	TA					
15	Digoxin Tablet 62.5mcg	TA					

16	Digoxin Tablets 250mcg	TA					
17	Econazole Cream 1%	TU					
18	Enalapril Tablets 5mg	TA					
19	Erythromycin Suspension 125mg/5ml (100mL)	BT					
20	Erythromycin Tablets 250mg	TA					
21	Ferrous Sulphate Tablets 200mg	TA					
22	Flucloxacillin Capsules 250mg	CA					
23	Flucloxacillin Capsules 500mg	CA					
24	Flucloxacillin Suspension 125mg/5ml (100mL)	BT					
25	Frusemide Tablets 40mg	TA					
26	Glibenclamide Tablets 5mg	TA					
27	Glipizide Tablets 5mg	TA					
28	Glyceryl Trinitrate Tablets 600mcg	TA					
29	Griseofulvin Tablets 125mg	TA					
30	Hydrochlorothiazide Tablets 25mg	TA					
31	Hydrocortisone Cream 1%	TU					
32	Ibuprofen Tablets 400mg	TA					
33	Indomethacin Capsules 25mg	CA					
34	Insulin Isophane Injection 1000u/10ml	VI					
35	Insulin Isophane/Neutral Mixed (Biphasic) 30/70 Injection 1000u/10ml	VI					
36	Insulin Neutral Injection 1000u/10ml	VI					
37	Isosorbide Dinitrate Tablets 10mg	TA					
38	Mebendazole Tablets 100mg	TA					
39	Metformin Tablets 500mg	TA					
40	Methyldopa Tablets 250mg	TA					
41	Metronidazole Tablets 200mg	TA					
42	Nifedipine Tablets MR 20mg	TA					
43	Neomycin Ointment						
44	Oral Rehydration salts sachet Box of 50	BX					
45	Paracetamol Mixture 120mg/5ml 100ml Bottle	BT					
46	Paracetamol Tablets 500mg	TA					
47	Penicillin V syrup 125mg/5ml	BT					
48	Potassium Chloride S.R. Tablets 600mg	TA					

49	Prednisolone Tablets 5mg (or Prednisone)	TA					
50	Prochlorperazine Tablets 5mg	TA					
51	Promethazine Elixer 1mg/ml 100ml Bottle	BT					
52	Promethazine Tablets 10mg	TA					
53	Propranolol Tablets 10mg	TA					
54	Propranolol Tablets 40mg	TA					
55	Ranitidine Tablets 300mg	TA					
56	Salbutamol Elixer 2mg/5ml	BT					
57	Salbutamol Inhaler 100mcg	PK					
58	Salbutamol Tablets 4mg	TA					
59	Sodium Valproate Tablets 200mg	TA					
60	Warfarin Sodium Tablets 1mg (MAREVAN BRAND)	TA					
61	Warfarin Sodium Tablets 5mg (MAREVAN BRAND ONLY)	TA					
62	Warfarin Tablets 3mg (MAREVAN BRAND)	EA					

			To be filled by the Pharmacist in the Retail Sector				FPBS Use Only
Addition in the Price Control List [Non Essential Medicine List]		**UOM**	**Quantity Previously Supplied**	**Quantity Utilized**	**Quantity Instock**	**Quantity to Order**	**Quantity Supplied**
1	Expectorant +/- Decongestant +/- Bronchodilator (Inc. salbutamol) (OTC) Syrup 100mLs	BT					
2	Diphendydramine + Ammonium Chloride +/- Sodium Citrate (OTC) Syrup 100mLs	BT					
3	Pholcodeine Linctus Syrup (OTC) 2L	BT					
4	Benzyl Benzoate 25% Lotion (OTC)100mL	BT					
5	Griseofulvin 500mg Tablets	TA					
6	Antacid +/- Simethicone (OTC) Suspension 100mL	BT					
7	Antacid +/- Simethicone (OTC) Chewable Tablets 20s	TA					
8	Paracetamol/Codeine 500/8mg (OTC) 100s	TA					
9	Loperamide 2mg	CA					
10	Tetracycline 250mg	CA					

Standard Operating Procedures for FPBS – BULK PURCHASE SCHEME

FREE MEDICINE PROGRAM

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DRAFT

Objective:

The issue of Free Medicine will be through FPBS Bulk Purchase Unit [BPS]. BPS will be responsible for picking, checking and packing of 72 free medicines and will follow the process as follows;

Step 1:

BPS will receive the Order form from retail pharmacies either through post, e-mail or fax.

Step 2:

BPS Stores Assistant will enter the request in the Log Book [Register for FMP]. This will include the Date Requisition Received, Pharmacy Name, Pharmacy location, Category, Epicor Customer Order Number

Step 3:

BPS Stores Assistant will generate the Sales Order in Epicor and print the Picking Slip. A customer Order number will be generated in Epicor. The BPS Stores Assistant will update the Log Book by entering the Customer Order Number.

Step 4:

BPS Stores Assistant picks the items against the picking slip from the assigned bin location from FPSBULK location.

Step 5:

FPBS Pickers check the items picked against the picking slip. Checkers ensure that the items picked are correct as to;

- Description of the item
- quantity
- batch number and expiration date as in the picking slip

Step 6:

BPS Stores Assistant places the “Free Medicine Program Sticker” on the packet of the medicine and pack the medicine appropriately in the cartons.

Step 7:

BPS Stores Assistant has to enclose the packing slip and properly label the carton with following information:

Retail Pharmacy Name:
Address:
Number of Cartons:
Free Medicine Program

Step 8:

BPS Stores Assistant than stack the properly labeled cartons for dispatch in the Dispatch area allocated for “free Medicine Dispatch”. Properly sealed & labeled cartons should be stacked on the green trolley for Dispatch and trolley should be grouped by location as for Central, Eastern and Western.

Standard Operating Procedures for FPBS – DESPATCH

FREE MEDICINE PROGRAM

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DRAFT

Objective: To ensure timely delivery of free medicines to the nominated retail pharmacies in the country.

Step 1: Courier Consignment

BPS stores assistant to prepare courier (EMS) consignment by filling the EMS book;

- Filling destination column
- Costing
- Number of cartons
- Mode of transport

Step2: Loading

Courier Company (EMS) will check the particulars as per follows and load the medicine with assistant of BPS Stores assistant and make deliveries to the assigned locations.

- Check the destination
- Check the number of cartons
- Check the cost
- Confirm Mode of Transport

Step 3: Feedback

The retail pharmacies will have 24 hours' time line for any queries upon receiving of the consignment. The discrepancies to be reported through e-mail or by fax on below address & number;

FPBSBulkPurchase@govnet.gov.fj.

Fax: 3388006

Standard Operating for Dispensing Fees and Charges

FREE MEDICINE PROGRAM

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1. All pharmacies dispensing any one of the 72 approved medications has to bill Ministry of Health and Medical Services (MoHMS) the dispensing fee on a monthly basis.
2. The following information has to be provided as per template
    a) Patient name
    b) Prescribing medical center
    c) Number of FMP items dispensed
    d) Number of each medications dispensed
3. The charge sheet could be having a summary for the month however the copy individual prescription / template should be attached for verifications.
4. **IT IS COMPULSORY THAT THIS TEMPLATE IS COMPLETED AND FILLED FOR EVERY PRESCRIPTION SERVED UNDER THE FREE MEDICATION PROGRAME IN ABSENCE OF THE TEMPLATE MoHMS WILL NOT REIMBERSE THE DISPENSING FEES**

Template

	Patient Name & TIN #	**Prescribing Medical Centre / Medical Officer**	**Number of Medications Prescribed**	**Number of each Medications dispensed**	**Remarks**
1.					

5. On the 5th of every month, the filled form is to be sent to the:

The Bulk Purchase Scheme

P O Box 106

Government Building Suva

Or email: FPBSBulkPurchase@govnet.gov.fj