

### DRUG UPDATES

[CLICK HERE](#) to review and print this information for future reference.

### USP PROPOSING PRESCRIPTION CONTAINER LABELING STANDARDS

On January 3, the U.S. Pharmacopeia (USP) announced that it is seeking comments from pharmacists and other healthcare professionals on a newly proposed General Chapter on Prescription Container Labeling. The proposed standard focuses on patient-centered label standards for the format, appearance, content and language of prescription medication instructions on prescription containers to promote optimal patient understanding. The standard could be adopted by state boards of pharmacy, other governmental authorities or by conformity assessment bodies as part of state laws, regulations, guidelines or other documents.

### PHARMACIES REQUIRED TO PERFORM EXCLUSION CHECKS ON EMPLOYEES AND CONTRACTORS

All Medicare Part D Plan-contracted pharmacies are required to adhere to federal regulations with regard to performing exclusion list checks on employees and contractors. This compliance requirement coincides with the U.S. Department of Health and Human Services' Office of Inspector General's conditions as well.

Pharmacies must review federal exclusion lists prior to hiring employees or contracting with any organization that furnishes services to their business. Thereafter, pharmacies must perform the exclusion checks regularly to ensure continued compliance.

The exclusion list contains the names of individuals and/or entities that have engaged in prohibited activities and are not permitted to participate in Medicare, Medicaid or other federal healthcare program. Pharmacies that employ or enter into a contract with an individual or entity on the list may face civil monetary penalties.

The websites to access said exclusion checks are as follows:

#### **Excluded Parties List System**

Click: <https://www.epls.gov/>

Find the section entitled: **Search – Current Exclusions**

Click: **Exact Name and SSN/TIN**

Enter the exact name into the field (Ensure information is entered in the format requested)

Enter the social security number into the field (Ensure information is entered in the format requested)

Click: **Search**

Search results: No Results Found

If no results are found, print this page and place in the appropriate applicant/employment file

If you receive results that states: **Exact Name** match was found, however the **SSN/TIN** is **Unknown** for this record the pharmacy owner shall proceed utilizing the **Advanced Search** by **Exact Name** or **Partial Name** to view the record and follow the online instructions.

The pharmacy owner shall print any additional information provided by this website. Retain all documents in the applicable applicant/employment file.

### **PHARMACIES REQUIRED TO PERFORM EXCLUSION CHECKS ON EMPLOYEES AND CONTRACTORS** *(continued)*

**U.S. Department of Health and Human Services' Office of Inspector General**

Click: <http://www.oig.hhs.gov/fraud/exclusions.asp>

Click: **Online Search Database**

Enter: Last name

Enter: First name

Click: **Search**

Search results, may reveal: No Results Found

If no results are found, print this page and place in the appropriate applicant/employment file

If the individual's name does appear, follow these steps to verify the information:

Under SSN/EIN Section, Click: **Verify**

Cross reference the information populated

Enter the social security number

Click: **Verify**

These steps should verify the questionable search results

Print this page and place in the appropriate applicant/employment file

**PLEASE NOTE:**

**THE AFOREMENTIONED HHS & EPLS WEBSITE INSTRUCTIONS ARE FOR INFORMATIONAL PURPOSES ONLY. PLEASE ENSURE THAT YOU FOLLOW THE PROCESSES AS OUTLINED ON EACH WEBSITE AND ADHERE TO YOUR PHARMACY'S POLICY WITH REGARD TO EXCLUSION CHECKS.**

Plans will confirm that these exclusion checks have been performed as part of their pharmacy audit process. Pharmacies are advised to maintain documentation of each search completed.

For routine checks, documentation shall be provided to the auditor via a list of the employees searched and the date that the search was completed. Documentation for each contractor exclusion check may also be requested at said routine checks. For new hires, pharmacies are advised to keep a copy of the search results in the applicable employment file.

It is highly recommended that if you have not been conducting these exclusion checks on a regular basis, that you begin this process promptly!

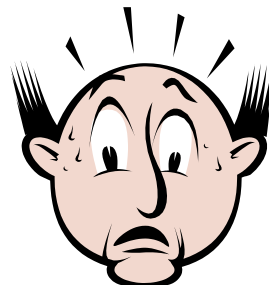
### **“QUOTE IT”**

To give advice to others is to intrude; to give advice to myself is to grow.

*Anonymous*

### SCARED TO OPEN YOUR OFFICE SUPPLY CABINET?

You know what I am talking about—that tall, three-shelf cabinet that you (and your co-workers) are literally afraid to open! It is bulging with pens, labels, binders, post-it notes, tablets, paper clips and more. It is so full and disorganized that you don't even know what is in there! You can't find what you need, when you need it, which causes your blood to boil in frustration! In addition, your business is constantly running out of supplies because there is no system to let you know when you are running low on the necessities.



Does the thought of getting organized, make you shiver in fear? Don't fret—let's get your business organized with these helpful tips...

1. **FIRST THINGS FIRST:** It is recommended that one person (whether it is you or someone you delegate to this responsibility) be in charge of the supply cabinet, whether taking supplies out or putting supplies back in. Then, you (or the assigned individual) proceed through the next steps.
2. **EMPTY IT OUT:** Yep—you (or the assigned individual) are going to have to empty the 'dreaded' cabinet to assess the situation. Don't worry, though, once you get through these steps, it will be worth it!
3. **SORT AND CATEGORIZE:** While emptying the cabinet, put 'like' things together (i.e., Stack 1: pens, pencils, highlighters; Stack 2: tablets, note pads, post-it notes, etc.) —it will pay off while moving through these steps.
4. **PLAN AND DESIGNATE:** Before putting things back—assess what items are present. Then consider designating each shelf by a different category— determined by the size and quantity of the items that are on hand and how much space will be needed— such as:  
**Shelf A:** Small (or Desk) Supplies—paper clips, pens, pencils, highlighters, rubber bands, etc.  
**Shelf B:** Medium (or Office) Supplies—post-in notes, tablets, 3-ring binders, file folders, etc.  
**Shelf C:** Large (or Printing) Supplies—reams of copy paper, labels, printer cartridges, etc.
5. **THE SMALL STUFF:** If needed, divide the smaller supplies into labeled organizing containers. These small containers can then be neatly stacked on the appropriate shelf, with viewable labels displayed.
6. **TAKE AN INVENTORY:** While putting the supplies back into the cabinet, make a handwritten list of items and quantities on hand.  
**Recommendation:**
  - \* *It will be helpful to label separate handwritten note pages as Shelf A, Shelf B, Shelf C.*
  - \* *While placing the items on the appropriate shelf, document the items/quantities on the appropriate page.*
  - \* *If it appears that the assigned space will not accommodate said items, then transfer the appropriate items onto another designated shelf and then correct the note page.*
  - \* *By following this method, one can ensure that the inventory list coincides with the appropriate shelf and will help assess the space needed to accommodate items not currently on hand.*
7. **TRANSFER INVENTORY:** Transfer the handwritten list of inventory items into a word or excel document. Remember to annotate the items that your business needs to maintain on a regular basis—that may be missing at this time!
8. **GIVING OUT SUPPLIES:** When someone needs supplies, they should ask you (or the assigned individual) for them. You (or the individual assigned) can give them what they need, while adjusting the remaining quantities on the spreadsheet, to coincide with what remains in the cabinet. This way your business never runs out of necessary items and it keeps costs down by not over-purchasing items.
9. **KEEPING TRACK:** Once you notice that a particular office supply is running low, you (or the individual assigned) can simply re-order, without having to take a physical inventory of the cabinet.
10. **NEW ITEMS ARRIVE:** When a new office supply order arrives, you (or the assigned individual) will place the items on the appropriate shelf and document the new quantities on hand onto the spreadsheet.

### SEE, GETTING ORGANIZED WASN'T SO SCARY AFTER ALL, WOULDN'T YOU AGREE?



Please keep us informed of any changes to your email address.