



External

14. SERVICENAME: DISPENSING OF MEDICINES FOR IN-PATIENT

Description of the Service: Provides safe, efficient, and timely dispensing of prescribed medicines to admitted patients. The Hospital Pharmacy ensures the availability of essential medicines and medical supplies required for treatment and patient care.

The pharmacy verifies physicians’ medication orders, prepares and dispenses the required medications, and provides proper documentation to ensure patient safety and medication accuracy. It also supports physicians and nurses by ensuring that prescribed medicines are correctly processed and supplied in accordance with hospital policies and pharmaceutical standards.

The service is managed by licensed Pharmacists and trained pharmacy personnel (Pharmacy Assistants) who follow standard pharmacy practices to ensure that the correct medicine, dosage, and labeling are provided to patients.

Office or Division:	Pharmacy Department
Classification:	Simple Transaction
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government
Who may avail:	In-Patients

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Physician’s Prescription / Nurse’s Request through the IHOMIS System		Inpatient Wards		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Physician evaluates the patient and writes	Physician prepares medication order for the patient	None	10 – 15 mins	Resident on duty / Attending Physician



	medication order				
2.	Nurse requests medication through the IHOMIS system.	Receive and review requests through the IHOMIS system for completeness and accuracy	None	2 mins	Registered Pharmacist on duty / Pharmacy Assistant on duty
3.	Pharmacy verifies medicine availability and prepares charge slip for issuance.	Check availability of medicines and prepare charge slip	None	1 – 2 mins	Registered Pharmacist on duty / Pharmacy Assistant on duty
4.	Pharmacy prepares, labels, and dispenses the medicines	Pharmacy staff prepares and dispenses medicines to the ward nurse	None	2 – 5 mins	Registered Pharmacist on duty / Pharmacy Assistant on duty
5.	Documentation and recording of medication dispensed	Prescriptions and charge slips are filed and recorded for inventory and billing purposes.	None	2 – 5 mins	Registered Pharmacist on duty / Pharmacy Assistant on duty
		TOTAL	None		