



External

15. SERVICENAME: DISPENSING OF MEDICINES FOR OUTPATIENT

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:	Outpatient

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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Physicians Prescription		Outpatient Department		
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Physician evaluates patient and prepares prescription or	Physician prepares prescription for the patient	None	10 – 15 mins	Resident on duty / Attending Physician



	medication order				
2.	Patient proceeds to the pharmacy with prescription	Receive and review prescription for completeness and accuracy	None	2 mins	Registered Pharmacist on duty / Pharmacy Assistant on duty
3.	Pharmacy verifies medicine availability and prepares charge slip	Checks medicine availability and prepare charge slip	None	2 - 4 mins	Registered Pharmacist on duty / Pharmacy Assistant on duty
4.	Patient pays at the cashier	Issues Official Receipt and advises patient to return to pharmacy	None	2 - 5 mins	Cashier on duty
5.	Pharmacy prepares, labels, and dispenses medicines	Prepares and dispenses medicines to patient	None	2 - 5 mins	Registered Pharmacist on duty / Pharmacy Assistant on duty
6.	Patient Counselling	The pharmacist will further give instruction on proper time intake and dosages,	None	2 - 5 mins	Registered Pharmacist on duty / Pharmacy Assistant on duty
7.	Recording / Filling of prescriptions	Daily recorded prescription is kept for future use such as monitoring of the DOH and FDA.	None	2 - 3 mins	Registered Pharmacist on duty / Pharmacy Assistant on duty



TOTAL	None		
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