

Date: _____

Department of Pharmacy
New/Change Product Checklist

Started By: _____

- Brand Name: _____
- Generic Name: _____
- Inner NDC: _____
- Outer NDC: _____

Refrigerated Drug: **Yes** **No**

ABC8 #: _____

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

Switch notes:

Systems to Update:

- | | Initials |
|---|----------|
| <ul style="list-style-type: none"> ● Automated Medication Management Systems (ex. Talyst) <ul style="list-style-type: none"> ● 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) _____ | |
| <ul style="list-style-type: none"> ● Drug Dispensing Cabinets (ex. Pyxis) <ul style="list-style-type: none"> ● 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 _____ | |
| <ul style="list-style-type: none"> ● Electronic Health Record Systems (ex. Cerner) <ul style="list-style-type: none"> ● Add new product/update existing _____ ● Unit cost _____ ● Package cost _____ ● Billing Information _____ <ul style="list-style-type: none"> ▪ COD/COA _____ ▪ CDM Code _____ ▪ Pricing Schedule _____ ▪ HCPCS Code _____ ● Barcode _____ ● Update Order Catalog (Mask – Linking) _____ ● Update Charge Services (JCODE/QCF) _____ | |
| <ul style="list-style-type: none"> ● Pharmacy Workflow Managers (ex. DoseEdge) <ul style="list-style-type: none"> ● Drug Set up (Inner NCD Number – Outer NDC Number – Barcodes) _____ | |
| <ul style="list-style-type: none"> ● 340B Management (ex. MacroHelix) <ul style="list-style-type: none"> ● Add/Update Product (NDC – Pyxis ID – BUPP – Vendor) _____ ● 340B Qualification settings _____ | |
| <ul style="list-style-type: none"> ● Charge Master (ex. Craneware) <ul style="list-style-type: none"> ● New CDM Request _____ | |
| <ul style="list-style-type: none"> ● Repackaging <ul style="list-style-type: none"> ● 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		