



Aiken Compounding Pharmacy
1123 Banks Mill Road
Aiken, SC 29803
Information Call Toll Free 866-649-1313



Safety Checklist

Purpose: The purpose of this checklist is to provide an insight into what employees of Aiken Compounding Pharmacy do to assure that the patient gets the correct prescription as prescribed by the physician. All the procedures listed below are done on a regular basis to keep the customers safe.

- 1) When an order is received, essential information is checked for completeness and accuracy.
- 2) The patient drug history is reviewed for any interactions, allergies, and previous adverse drug reactions.
- 3) The strength/quantity of the active ingredient(s) is verified as being within reasonable parameters of common medical practices.
- 4) A compounding worksheet with all the proper steps and medications is printed and reviewed by the pharmacist.
- 5) Only clean utensils/equipment are used in the compounding process.
- 6) The steps are checked at least twice as the prescription is being prepared.
- 7) Ingredient are permanently recorded.
- 8) Expiration date and Lot Numbers are assigned to the finished product using United States Pharmacopeia guidelines.
- 9) The analytical scales are properly calibrated daily.
- 10) Each finished compound is individually massed to at least the third decimal place.
- 11) Each ingredient is measured accurately
- 12) The completed product is inspected by the pharmacist for proper consistency, color, and/or smell.
- 13) Recorded information is double checked for completeness.
- 14) Containers are double checked for proper cleanliness.
- 15) The label on the containers is double checked for correct information which includes:
 - a. Patient Name
 - b. Correct Addresses
 - c. Correct Phone Numbers
 - d. Correct Drug
 - e. Correct Strength
 - f. Correct Quantity of Drugs
 - g. Accurate Directions
 - h. Auxiliary Labels
 - i. Correct Number of refills
 - j. Expiration Date
 - k. Pharmacist Signature on Universal Insurance Claim Form
- 16) When prescriptions are shipped, certain information is double checked which includes:
 - a. Matching information with the UPS label and the prescription label
 - b. Adequate type and amount of packaging
 - c. Correct package size
 - d. Sealed package
 - e. Appropriate Drug Information Sheets

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