

Pharmacy Document Request List

Note: This is a guideline. Additional information may be requested depending on the Scope of Services (discipline/services provided).

Standard	ITEMS	COMMENTS	Requested	Provided
	General Documents			
NA	# of Clients Served	New clients for the past 12 months		
NA	List of Clients provided product or services within last 12 months	Include SOC, DX, Services		
NA	List of scheduled Visits/Deliveries	As applicable during week of site visit		
NA	List of Direct Personnel Active/Termed within last 30-60 days	Include DOH, Title/Discipline		
NA	List of Contract Staff			
CII.2 DI.1; DII.2	Scope of Products and Services	Rx as applicable		
CIII.2; DIII.2	All Contracts	Includes interpreter		
CII.1; DII.1	Sample Setup Documents	Copies of documents provided to customer with service		
	Quality Documents			
CII.6; DI.5e; ; DII.1e; DII.7 DIII.5a	Performance Improvement Activity/Projects	Last 12 months		
DII.7	Performance Improvement Meeting Minutes	Last 12 months		
CII.8 DII.9	Complaint and on-call logs			
NA	Recent survey results as applicable	Visit from State or Federal agency since last Comprehensive visit		
DIV.2	Recent Annual Evaluation			
	Policies and Procedures			
CI.5 DI.5	Policy Manuals to include Including handwashing and bag technique policy	Service Specific		
	Governance Documents			
CI.2; DI.2	List of Governing Body members and positions			

Standard	ITEMS	COMMENTS	Requested	Provided
CI.2; DI.2	Annual Conflicts of Interest of Statements			
CI.2	Bylaws/Articles of Incorporation			
CIV.1; DIV.1	Strategic Plan			
CI.2	Governing Body meeting minutes			
CI.2; DI.2	State, Business Licenses	As Applicable		
CI.1	Mission Statement			
	Financial Documents			
CIII.3	Capital Expenditure Plan			
CIII.3	Operational Budget			
CIII.3; DIII.3	Insurance Coverage			
CIII.3	Last Financial Statement Review (External)			
	Operational Documents			
CI.3; DI.3	Organizational Chart			
CIII.1; DI.4; DIII.1	Job descriptions			
CII.3 DII.3	Emergency Preparedness Plan			
CIII.1 DIII.1	Orientation Program			
CIII.1 DIII.1	Clinical Competency Documentation (New Hire and Annual)			
CIII.1 DIII.1	Annual In-service Education Provided			