

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 |
|--|----------|
| • Automated Medication Management Systems (ex. Talyst) | |
| • 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) | _____ |
| • Drug Dispensing Cabinets (ex. Pyxis) | |
| • 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 | _____ |
| • Electronic Health Record Systems (ex. Cerner) | |
| • Add new product/update existing | _____ |
| • Unit cost | _____ |
| • Package cost | _____ |
| • Billing Information | _____ |
| ▪ COD/COA | _____ |
| ▪ CDM Code | _____ |
| ▪ Pricing Schedule | _____ |
| ▪ HCPCS Code | _____ |
| • Barcode | _____ |
| • Update Order Catalog (Mask – Linking) | _____ |
| • Update Charge Services (JCODE/QCF) | _____ |
| • Pharmacy Workflow Managers (ex. DoseEdge) | |
| • Drug Set up (Inner NCD Number – Outer NDC Number – Barcodes) | _____ |
| • 340B Management (ex. MacroHelix) | |
| • Add/Update Product (NDC – Pyxis ID – BUPP – Vendor) | _____ |
| • 340B Qualification settings | _____ |
| • Charge Master (ex. Craneware) | |
| • New CDM Request | _____ |
| • Repackaging | |
| • 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		

