Administered Medications for Clinical Staff

340B

The federal 340B Drug Pricing Program allows qualifying hospitals and clinics that treat low-income and uninsured patients to buy outpatient prescription drugs at a discount of 25 percent to 50 percent. The National Drug Code (NDC) needs to be documented correctly on all medications administered to ensure proper accounting for 340B drugs.

Location of NDC

The areas circled in red on the two labels shown are examples of where to find the NDC on a package or vial and what it looks like.

Documentation of NDC

An accurate NDC is necessary for accurate charges and to capture the 340B drug savings discount. NDC numbers are in an 11-digit format. The format is in a series of 5-4-2 numbers. It never contains letters. If the NDC is missing a digit, substitute a zero in its place, for example, 0002-7597-01 should be corrected to 00002-7597-01, or 50274-040-62 corrected to 50274-0040-62.

The series of numbers on an NDC label identifies:
- The labeler (the company that manufactures or distributes the drug)
- The product code (specific strength, dosage form, and formulation of the drug)
- The package size and type

The NDC label example to the right is documented as **0**0777-3105-02

Converting NDCs from 10-digits to 11-digits

10-Digit Format on Package	10-Digit Format on Example	11-Digit Format	11-Digit Format Example	Actual 10-digit NDC Example	11-Digit Conversion of Example
4-4-2	9999-9999-99	5-4-2	**0**9999-9999-99	0002-7597-01	**0**0002-7597-01
5-3-2	99999-999-99	5-4-2	99999-**0**999-99	50242-040-62	50242-**0**040-62
5-4-1	99999-9999-9	5-4-2	99999-9999-**0**9	60575-4112-1	60575-4112-**0**1

Documenting an Administered Medication

To document an administered medication in Intergy EHR:

1. Select the Adm Rx component
2. Click the + icon

3. Click the All-Drugs tab
4. Type the name of the drug
5. Highlight the appropriate medication
6. Click OK

7. Verify the correct medication
8. Enter the Dose
9. Enter the Units
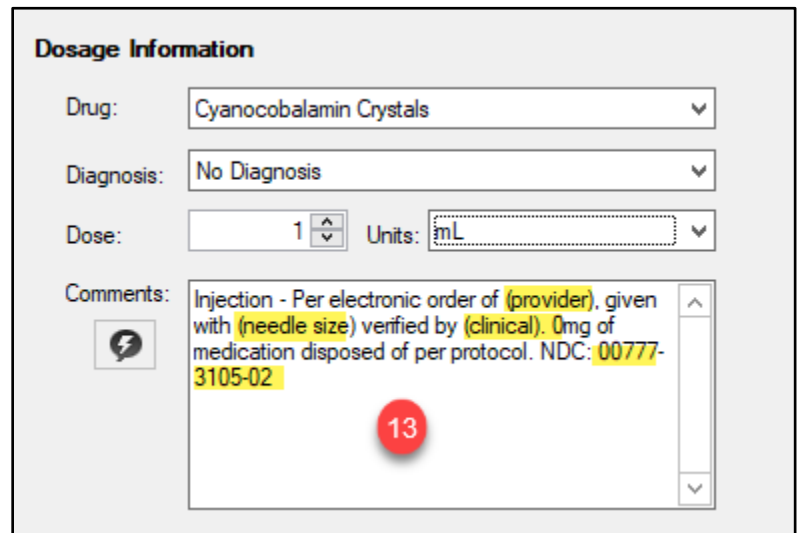10. Add Comments by clicking the Quick Text icon
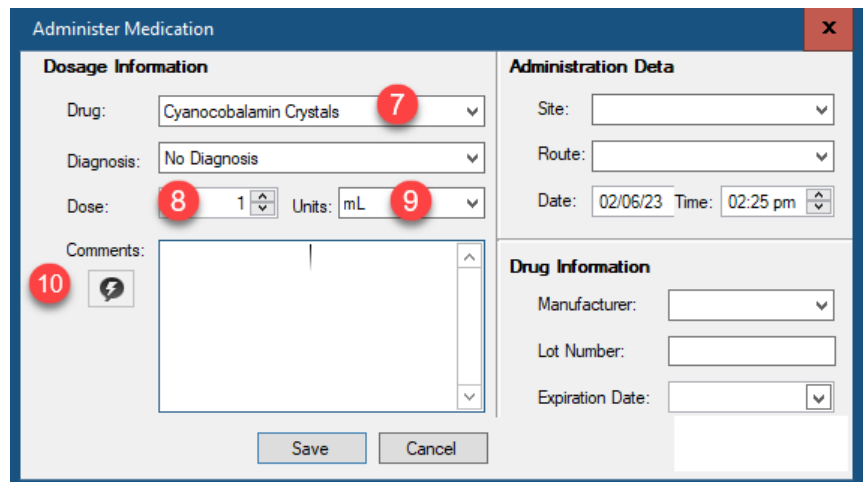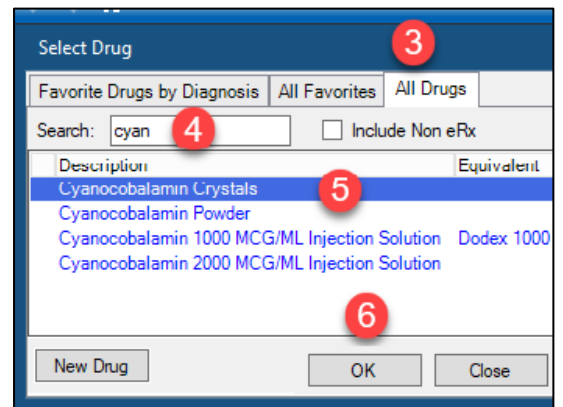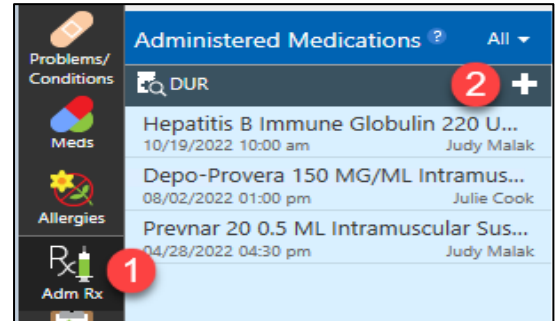
11. Select the appropriate Quick Text:
    a. Injections
    b. Eligard kit or Lupron kit
    c. Patient provided medication
    d. Non-injectable medications
    e. Private stock
12. Click OK
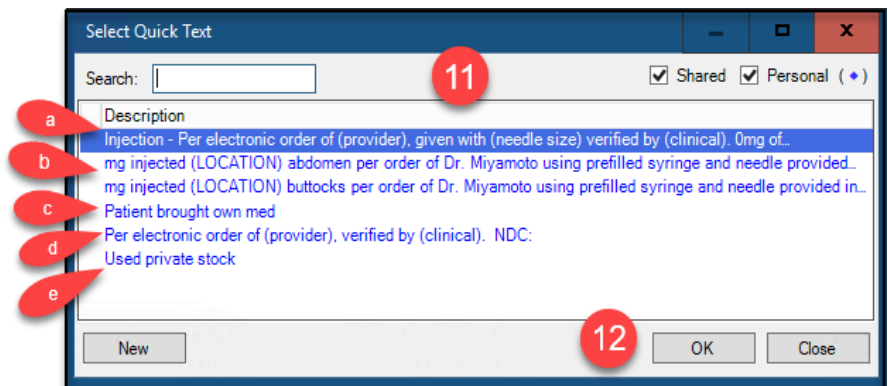
13. Edit the quick text, adding the required information in the parenthesis and the NDC number

14. Enter the Site
15. Enter the Route
16. Confirm the correct date & the medication was administered
17. Enter the Manufacturer
18. Enter the Lot Number
19. Enter the Expiration Date
20. Click Save