PURPOSE: To describe accessing pharmacy services

POLICY:

Pharmacy services are available to patient population described by AD-014, Patient Population and Eligibility

PROCEDURES:

1. Students
   1.1 with prescriptions written by Student Health Services providers have a demographic label attached to the prescription.
   1.2 prescriptions may be sent to a dedicated pharmacy printer by SHS providers via Point and Click.
   1.2 presenting prescriptions not written by Student Health Services practitioners will be asked to present their KU student I.D. card or verbally state their University of Kansas I.D.
   1.3 Pharmacy staff will access SAKU to determine current eligibility for day of fill if necessary.

2. Student spouses or domestic partners must be registered with the Student Health Services business office before prescription service is initiated.

3. University employees will need to register at the health center records and registration area on their initial pharmacy visit.

4. Campus guest, campus visitors and camp participants at the university should be admitted through the health center’s records and registration area prior to their initial pharmacy visit.

5. Questions concerning eligibility should be directed to the pharmacist in charge or the business office supervisor or the Registration and records supervisor or their designee.