



REFILL REQUEST FORM (Non-Cycled Medications Only)

Community Name: _____ Date & Time Submitted: _____

Community Staff Member Name: _____
 *ALWAYS write the quantity or doses remaining – specify which type!
 *Do NOT write in 'Pharmacy Response' or "Pharmacy Notes" sections

Barcode Sticker or Rx Number	Community Notes	Quantity/Doses Remaining (Specify)	Pharmacy Response	Pharmacy Notes
		Quantity or Doses		
		Quantity or Doses		
		Quantity or Doses		
		Quantity or Doses		
		Quantity or Doses		
		Quantity or Doses		
		Quantity or Doses		
		Quantity or Doses		

Refill requests are processed by the pharmacy team during normal business hours. Responses to every refill request will be sent to your community – save a copy for your records. Medication refills processed Monday-Friday are filled and delivered automatically on your next regularly scheduled delivery. Medication refills processed on the weekend will be delivered the following Monday unless requested STAT or the quantity/doses remaining will not last until the following Monday.

Shipped medications will be delivered via UPS. UPS operates for 5 business days each week, Monday-Friday (if shipped on Friday, 1 business day = the following Monday). The standard delivery method is 'UPS 3 Day Select' which will arrive at your community in a maximum of 3 business days. This method is automatically selected unless a refill is requested STAT or the quantity/doses remaining will not last until the expected 'UPS 3 Day Select' date. Next day shipping is available Monday-Thursday in emergency situations only. Repeated 'Next Day' shipping requests on routine refills are subject to community charge. UPS does not ship refrigerated medications on Friday.