



# REFILL REQUEST FORM (Any Medication)

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

Rx Number or Name	Medication Name/Strength + Community Notes	Quantity/Doses Remaining (Specify)	Pharmacy Response	Pharmacy Notes
		Quantity or Doses		
		Quantity or Doses		
		Quantity or Doses		
		Quantity or Doses		
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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.