

## Columbia Pharmacy

## Pharmacy

Call: (800) 336-7874

Fax: (800) 448-3078

## Medication Ordering

### New Resident Move-Ins

Fax the following:

- **Completed Enrollment Form** • **Face Sheet**
- **Copy of Insurance Cards** (front AND back)
- **List of Allergies** • **Signed, Valid Prescriptions**

(NOTE: missing any of these items may potentially cause a delay in service).

### Refills

Please order refills when a 5-7 days' supply of medication remains as insurance or prescriber refill authorization may cause delays.

If a refill is needed urgently, please call the pharmacy after reordering.

### Controlled Drug Orders

Physician must e-prescribe ALL CII controlled medications to the PharMerica pharmacy. Physician may call pharmacy to order any CIII-V medications.

### Critical / STAT Medications or After-Hours Orders

Please FAX any emergency and/or after-hours prescriptions directly to the pharmacy, then CALL pharmacy and confirm receipt of fax to ensure accurate and timely delivery.

## Hours of Operation

### Medication Requests\*

Monday-Friday	24 Hours
Saturday	24 Hours
Sunday	24 Hours

\*For after-hours medication needs, please FAX emergency prescriptions directly to the pharmacy, then CALL pharmacy and confirm receipt of fax to ensure accurate and timely delivery.

## Other Hours

### NEW ORDER CUT-OFF TIME

### DELIVERY WINDOW

Monday-Friday	
9:00am	11:00am - 2:00pm
8:00pm	10:00pm - 1:00am
Saturday	
9:00am	11:00am - 2:00pm
8:00pm	10:00pm - 1:00am
Sunday	
9:00am	11:00am - 2:00pm
8:00pm	10:00pm - 1:00am

Please note: all times listed are based on your local time zone.