



3. Staff will pick up Refilled medications only, as new prescriptions require instructions and Education on use-age; transportation is available for those in need.
4. Controlled substances cannot be picked up, without a completed Stockbridge-Munsee Health and Wellness Center (SMHWC) Authorization for Designated Proxy for Controlled Substance Prescription Pick Up paper work giving our employees permission to do. A government issued photo I.D. (Tribal, State or Military Identification Card or Driver's License) is required- - The authorization for a designated proxy is available for signature at the SMHWC Pharmacy. Please call them for more information- at (715) 793-5027. Transportation is available for those in need.
5. At the time of pick-up at the SMHWC, our employee will monitor (for correct names) the "signature center" and sign that the meds have been received, will require that the Pharmacist sign off on our pick-up slip that meds were given to the employee and all medication bags will be stapled shut before leaving the Pharmacy to be delivered.
6. All recipients of medication deliveries will be required to sign the delivery form verifying that the meds were delivered (see attached). This is used as a management tool for employees and keeps you and them safe. Any questions you may have regarding the delivery should addressed to the pharmacy at (715) 793-5027.
7. No medications will be left in doors, coolers, bins or porches. If the recipient is not home at the time of delivery the meds will be brought to the SM Elderly Center and secured for delivery the next day.