

Standard Operating Procedure
LPHA Distribution of Bicillin to Community Clinics/Providers

DEFINITIONS

LPHA: Local Public Health Authority

OHA: Oregon Health Authority

PURPOSE

To describe the process an LPHA will follow to order and track Bicillin obtained from the OHA STD Program for distribution to community clinics/providers for the treatment of syphilis in instances where the drug is unavailable, or providers are otherwise not able to administer timely treatment with Bicillin.

PROCEDURE

1. LPHAs that order Bicillin through the OHA STD Program will continue to use the same process to order for LPHA patient needs. LPHAs that purchase Bicillin through the 340B program will continue to use 340B Bicillin for LPHA patient needs.
2. Use the State of Oregon STD Drug Order Form to order Bicillin for distribution to community clinics/providers. This is the form used by LPHAs to order any medications from the STD Program. The "Quantity Needed" field should include the combined total number of syringes ordered for LPHA patient use and distribution to community clinics/providers.

3. Use the Bicillin Distribution Tracking Form to record:

- The clinic/provider receiving Bicillin
- The number of syringes distributed

Give a copy of this form to the clinic/provider receiving the Bicillin. These forms should be stored and accessible if needed for review, per guidance from the Oregon Board of Pharmacy.

4. Fax or email the completed Bicillin Distribution Tracking Forms to the OHA STD Program either 1) as they are completed or 2) batched at regular intervals.
5. Alternately, an LPHA may choose to maintain a log of Bicillin doses distributed to community partners and fax this log to the OHA STD Program rather than the tracking forms on a regular basis. However, the tracking forms still must be used when distributing Bicillin to community clinics/providers as outlined in Step 3.

OHA STD PROGRAM	
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Approved:  _____
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