

Placing Department Orders at Boynton Pharmacy

Updated 2/2024. Please note that departments may notice a rate increase in 2024 compared to previous years as we have updated our internal sales rate to include current salaries/fringe as well as other expenses not previously incorporated to cover our costs. Our internal sales rates have been approved by the University's Controllers office.

Links to Enrollment Forms, Order Request Forms, and Authorized Users Signature Logs can be found on the **Boynton Pharmacy Website** boynton.umn.edu/services/pharmacy > University Department Orders

Step 1: To order medications for your department from Boynton Pharmacy, we must have a current **UMN Department Order Enrollment Form** on file from each DEA Registrant (or lab/clinic manager if not ordering controlled substances).

Step 2: Complete a **Boynton Pharmacy Department Order Request Form** found on our website and email it to bhpharm@umn.edu.

All Department Orders should include:

- University Department Name
- Lab/Clinic/Unit ordering medication
- Name, email and phone number of person placing order
- Order date and requested pickup date
- **Current** EFS Chart String Account Number (or note order will be paid by credit card)
- Strength/concentration
- Product size with units
- Quantity of units
- Check "do not sub" if specific NDC (National Drug Code) is required
- Business justification - must be thorough, especially for controlled substances

Controlled Substance purchasing:

- Current DEA registration must be on file with Boynton Pharmacy.
- DEA registration location must match the location where controlled substances are used/stored.
- Current Authorized User Log must be on file with Boynton Pharmacy. Log must be updated or confirmed at least annually and with any changes. Updated/confirmed logs must be sent to Boynton Pharmacy with registrant's signature/date verifying any changes or a statement confirming no changes.
- Only the [DEA registrant](#) or [authorized user](#) may order or pick up controlled substances.
- Controlled substance pickup requires a **valid photo ID** and will be checked against the authorized users log on file (which must show it has been updated in the last year).
- **DEA 222 example form:** <https://z.umn.edu/dea222example> (download, do not use preview).
- Schedule II medications require a DEA 222 form filled out accurately with no corrections and signed by the DEA Registrant or [Power of Attorney](#).
- If DEA 222 form is signed by POA, this must be indicated on the form and a copy of POA form must accompany DEA 222.
- Schedule I substances cannot be ordered or distributed by pharmacies.

We ask **3 business days** to complete orders so we have time to serve our patients, receive and clarify orders, procure products we do not have in stock, inventory and invoice your order. Additional time may be required for certain items (e.g. drop-shipped items directly from the manufacturer).

Boynton Pharmacy will email you when your order is ready for pick up.

Drugs will be priced based on drug acquisition cost + pharmacy staff time + administrative costs as approved for Internal Sales by the U of MN Controllars Department. Prices will fluctuate based on changes to our cost of goods and staff salaries as well as additional fees incurred as described below. Drug shortages often play a role in price increases.

Please note that once we place orders from our wholesaler for “non-returnable” items, they will be billed to your department whether or not the items are picked up. The pharmacy will confirm with department before ordering a non-returnable item.

Other fees that may be associated with additional pharmacy staff time may include:

- **Convenience Fee:** for rush orders needed earlier than 3 business days. This allows us to support your research or clinical needs but also our own patient needs.
- **Return to Stock Fee:** for canceled orders or those not picked up within 7 days (includes the time originally taken to dispense the item plus the time it takes to correct inventory, return product, and other duties pertaining to a return to stock). Return to stock is not allowed for non-returnable items that have been ordered.
- **Special Order Fee:** for orders or items that require time above and beyond typical order fulfillment. Examples may include: items that require special handling, items that require backorder management due to drug shortages, requests that require additional research, items that incur more risk (e.g. specialty products, significantly high price items, non-returnable products, cold-chain products), items that must be ordered through vendors not within our usual workflow, items that require a new vendor be set up

Questions about what is available? Cost? Quantities?

Please email **Boynton Pharmacy** at bhpharm@umn.edu or call us at 612-624-7655 **between 9:30-11:30 am for the best service**. We will be able to give you more time and attention during these less busy hours.

Department orders can be picked up at:

Boynton Health Pharmacy

Consult Window #7

410 Church St. SE, N300, Minneapolis, MN 55455

Ph: 612-624-7655

Email: bhpharm@umn.edu

Pharmacy Hours: M, Tu, Wed, Fri 7:45 am - 4:30 pm; Thurs 8:30 am - 4:30 pm

For quickest service, please pick up between 9:30-11:30 am.