

3-7.14A continued

exempt narcotics, hypnotics, spirituous liquors, and ethyl alcohol and all prescriptions shall be retained for two years in accordance with the HEW Staff Manual, Records Management, PHS Appendix B-334.

- B. Pharmacy Operations - Daily Record and Quarterly Summary, Form PHS-1308. The daily record and quarterly summary Form PHS-1308, shall be used to record the daily count of measurable workload items. This information is subsequently transcribed to Part I of the quarterly report of pharmacy operations, Form PHS-1310-1. The reverse side of the form provides space for quarterly summarization of the monthly records. Instructions for completing Form PHS-1308 are contained in Exhibit 3-3.14B.
- C. Reports. All reports shall be forwarded through the appropriate facility, field office and/or Indian Health Area Director.
- (1) Pharmacy Operations - Quarterly Report, Form PHS-1310-1. The quarterly report provides information on the workload of the pharmacy and the drug cost for inpatient and outpatient medical care. Each pharmacy shall prepare the report for submission through the Service Unit Director so as to reach the Area Office no later than the 5th of the month following the close of the quarter. Area requirements as to the due date of this report may vary from Area to Area, but in no event should the date be later than the fifth of the month. Sufficient copies shall be prepared so as to provide the following:
- a. The original to be sent to the Indian Health Area Director, Attention: Chief, Area Pharmacy Branch.
 - b. One copy to Indian Health Area Director, Attention: Chief, Area Finance Branch.
 - c. Two copies for the reporting station, one for the Service Unit Director and a file copy for pharmacy.

Instructions for completing Form PHS-1310-1 are contained in Exhibit 3-7.14C(1).

- (2) Pharmacy Operations - Summary, Form PHS-1310-2. At the end of each fiscal year, each pharmacy shall prepare and submit an annual summary, Form PHS-1310-2, to the same sources and through the same channels as the quarterly report, Form PHS-1310-1. The data for the summary report is obtained from the quarterly report, Form PHS-1310-1. The values of inventory and drugs received and issued shall be entered as of the nearest dollar. All items on the summary shall be completed including the "Actual Stock Turn (Annual)" section