

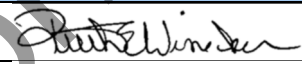
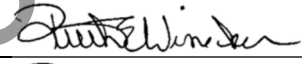
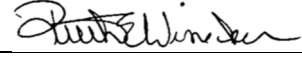
SOP 003 – Pill Counting

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SOP 003 – Pill Counting

SOP Name: Test Assignment	SOP #: 003	
North Carolina Office of the Chief Medical Examiner Toxicology Laboratory	Revision:	Revision Date/Initials:
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Approving Authority Name	Approving Authority Signature	Approval Date
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Ruth E. Winecker, Ph.D.		06/06/2016
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SOP 003 – Pill Counting

1. Principle

- 1.1. This SOP describes the procedure for counting and recording of prescription medication. The counting of prescription medication is done at the request of the pathologist and/or toxicologist and may not apply to all cases.

2. Materials

- 2.1. ballpoint pen
- 2.2. paperclips
- 2.3. Medication Inventory form ([TOX-P19 Medication Inventory Form](#))
- 2.4. manila envelope
- 2.5. stapler and/or evidence tape

3. Procedure

- 3.1. Create a new worklist for each case with medication to be inventoried (Count assay).
- 3.2. Pull the case folder
 - 3.2.1. Obtain manila envelope which contains “Medication Inventory” sheet (extras are in the accessioning, room 2611)
 - 3.2.2. Fill in Name, date of death, Specimen #, and B# (if applicable) on Medication Inventory Form.
- 3.3. Obtain specimen from evidence room ([TOX-P19](#))
 - 3.3.1. Sign Evidence room log book
 - 3.3.2. Include S# and T# in the log book

NOTE: Prescription Products are to be counted in the open lab where other analysts are working and you can be observed handling the evidence. **Never count prescriptions alone.**

- 3.4. Write “opened” along with your initials and the date on the evidence seal (or on bag if no evidence seal). Break evidence seal/tear open bag.
- 3.5. Line up prescriptions in order by date filled, newest to oldest.

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- 3.5.1. Make sure the name on the prescription bottles matches the name of the decedent (if they do not match, make a note of this on the medication inventory sheet)
- 3.6. Fill out the “Medication Inventory” sheet (see [Figure 1](#))
 - 3.6.1. Date counted
 - 3.6.2. Counted by (your initials)
 - 3.6.3. Starting with the most recently filled prescription, record:
 - 3.6.3.1. Name of medication
 - 3.6.3.1.1. Make sure correct pills are in the bottle, you can use http://www.drugs.com/pill_identification.html to help confirm the identity of medication.
 - 3.6.3.2. Doctor’s Name
 - 3.6.3.3. Amount = Quantity of pills filled
 - 3.6.3.4. Date prescription filled
 - 3.6.3.5. Dosage
 - 3.6.3.5.1. There are some shorthand abbreviations, listed on the sheet near the bottom, which can be used (*e.g.* take a pill twice a day, write BID under dosage)
 - 3.6.3.6. Pills remaining
 - 3.6.3.6.1. Only need to count pills for prescriptions which have been filled within the three months prior to the DOD
 - 3.6.3.7. Pharmacy Name
 - 3.6.4. For loose pills or pills that are not in their correct prescription bottle, identify pills using http://www.drugs.com/pill_identification.html whenever possible; if cannot identify, give a detailed description of the pill (*e.g.* color, shape, markings). Also count the pills.
- 3.7. Return drugs to their original bag and reseal with evidence tape for plastic bags or staple if a paper bag. Initial and date around the seal.

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- 3.8. Return specimen to evidence room and sign the Sign Evidence room log book
- 3.9. Return “Medical Inventory” sheet to the manila envelope and put back into case folder.
- 3.10. Fill out chain of custody, sign, and date
 - 3.10.1. In toxlog, the “purpose” is listed as “Count” (see [Figure 2](#))
- 3.11. Fill out Load Checklist (only need to initial COC line), sign and date
- 3.12. Take the filled out “Load checklist” and chain of custody sheets (do not need the “aliquot tracking” sheet), paperclip them to the case folder (the manila envelope containing the “Medical Inventory” should be inside the case folder), and give to either Forensic Document Specialist or Evidence Technician.

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Figure 1:

Medication Inventory

Name: Jane Smith B#: B05-0xxx
 DOD: 11-15-2005 Date Counted: 11-28-05
 Specimen #: S05000xxxx Counted by: ABC

Name of Medication	Doctor's Name	Amount	Date Filled	Dosage	Remaining	Pharmacy
Clonazepam 1mg	J. Random	30	11/23/05	QD	2	Your Pharmacy



QID – 4 x day TID – 3 x day BID – 2 x day QD – 1/day PRN – as needed

Form # 1001
 Revision date: 7/18/2012
 Revised by: JOB

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Figure 2:

frmRetrieveLoad : Form

T20140 Prescription Product load: [] Update Chain of Custody

Update Purpose [] Apply Defaults

Update Purpose from list [] Enter Homogenate/Dilution

Notes [] Amount [] Units []

specimen_id	hd	dilution	Released By	Received By	Purpose	amount	units
S140			207C D020514	jbeal	Count		

I attest this chain-of-custody is a true and accurate record of events.

Analyst Signature: _____ Date: _____

load: :

Date	Released By	Received By	Purpose	Amount	Units	notes:
specimen_id S140						
3/13/2014	207C D020514	jbeal	Count			
3/13/2014	jbeal	207C D020514	storage			