## SECTION XXI

## **DISTRIBUTION LIST**

#### CONNECTICUT VALLEY HOSPITAL PHARMACY POLICY AND PROCEDURE MANUAL

### SECTION XXI: DISTRIBUTION of MANUAL CHAPTER 21.1: PHARMACY POLICIES AND PROCEDURES MANUAL DISTRIBUTION

# **POLICY:** The Pharmacy Services Unit Policy and Procedure Manual is distributed to the various administrative and patient care areas at CVH via the "T" drive.

#### **PROCEDURE:** 1. Click on my computer

- 2. Click on Groups "T" drive
- 3. Click on folder "Manuals"
- 4. Click on Pharmacy folder
- 5. Go to Table of Contents for listings
- 6. Click on the appropriate folder to get to the necessary section and chapter
- 7. The manual is "read-only"; however, sections may be printed

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