

Steps for a McKesson Return

1. Ordering Tab, Click on Recommended Return:
Inventory Group-RX
Supplier-McKesson
Items to Include- Non-Narcotic
Items with full package size that has not been used in **100 days**
Items that have not been received no more than **365 days**
Include items that have never been received- **YES**
This will give you a list of drugs that can be reviewed for return.
2. Look for any items you have multi bottles (3 or more) and check in Pioneer to see if you have dispensed this item or if it needs to be returned.
3. Under you RX Item tab, type in the NDC of the item you are returning, under the ordering tab, click on reorder point, check the Highest Daily Usage (this will give you a good idea, as to what you need your order point set at) set up your order point.
4. Once you have calculated how much you need to return set them aside (Ready to be placed in a McKesson return tote). In RX item tab go back to the Common tab and change your BOH (Balance On Hand) to the amount remaining that we will keep on the shelf.
5. Once everything is corrected with new Order Points and BOH, you must go into McKesson and create and return. Return are still the same in McKesson. Remember you can NOT send returns on Fridays or a day before a Holiday.

Requirements to avoid restocking fee from McKesson

6. **Must be ordered within the last 6 months (if ordered over 180 days they will charge the 15% restocking fee) Make Dani aware of items that are over the 6 months that you can not use, to see if we can move to another store.**
7. **Must have over 7 months before expiring, if expiration is within the 7 months, it is considered as non-sellable, and must be sent into Inmar after expiration.**