

**CMU Health Services Pharmacy  
Delivery Authorization for CMU Faculty/Staff**

If you would like to have your prescription delivered to your workplace, please complete the attached form and bring it with you to the pharmacy when you drop off a new prescription.

Every attempt will be made to deliver prescriptions requested by 10:00 a.m. on the afternoon of the same day. However, because we are in the process of developing our inventory of medications for employees, it may take 24-48 hours to obtain a new item. After the initial order, the medication will be kept in stock.

New prescriptions can be dropped off at the CMU Health Services Pharmacy, Foust 106, Monday-Friday, 8:00 a.m.-5:00 p.m. The physician's office can also call the prescription to the pharmacy at (989) 774-6590 or fax it to: (989) 774-6665.

Refill requests can be called to the pharmacy or submitted online at <http://www.rxrefill.cmich.edu>.

Deliveries are made in sealed bags that give no external indication of the medications they contain. If the patient or a designated alternate is not available at the time of the delivery, the order will be returned to the pharmacy.

**CMU Health Services Pharmacy  
Delivery Authorization/Confirmation**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

\_\_\_\_\_  
Campus Address Phone

The following person(s) may accept the delivery in my absence:

1) \_\_\_\_\_

2) \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Date

If you have questions about your order when you receive delivery, please contact the CMU Health Services Pharmacy at 774-6590.

Received by \_\_\_\_\_

Delivered by: Name Date/Time  
HS 366A (7/14/05)