PATIENT & CAREGIVER EDUCATION

How To Fill a Pill Box

This information explains how to fill a pill box.

What is a pill box?

A pill box is a container used to organize medicine doses for a certain length of time. A pill box is also called a pill container or pill case.

Using a pill box is very helpful if you need to take a few different medicines. It will help to avoid missing doses of medicine.

Pill boxes come in many sizes (see Figures 1 and 2). They can hold medicine doses for up to 14 days. Some have up to 4 spaces for each day. If you're not sure which type is best for you, ask your care team.

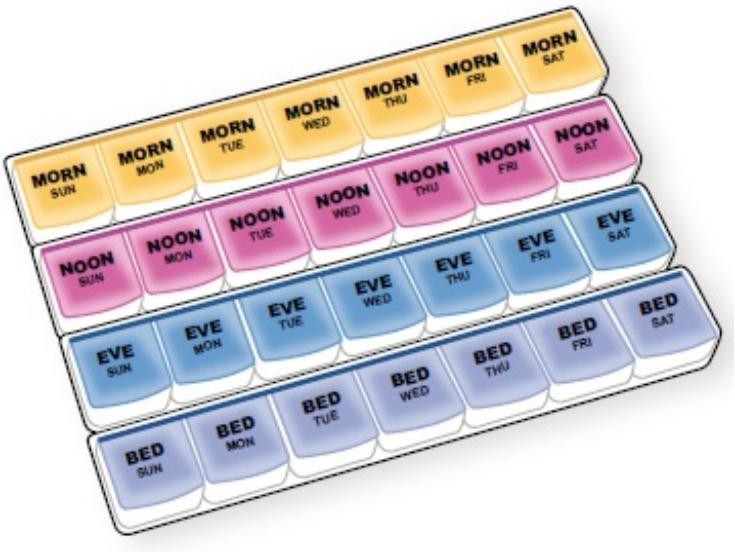


Figure 1. An example of a pill box



Figure 2. An example of a pill box

Most pill boxes are not child safe. Keep pill boxes in a place that children cannot reach.

If other people in your home use a pill box, it's helpful if the pill boxes are different colors. This keeps you from getting them mixed up.

What to know before filling your pill box

Only put standing medicine (medicine you take on a schedule) in the pill box.

Some medicines are not safe to put in a pill box. This includes oral chemotherapy (chemo). Follow your care team's instructions for storing oral chemo medicine.

Oral research study medicine must stay in the container it came in. **Do not put these in a pill box.** Follow your research study care team's instructions for storing oral research study medicine.

If you have PRN medicine (medicine you take only when you need them), keep them separate. This includes medicine for pain or nausea (feeling like you're going to throw up). Do not put PRN medicine in the pill box.

Your Home Medication List may not say which day to take the medicine. If so, choose which day you want to take it. For example, if it says to take certain medicine once a week, you can choose to take it on Mondays. Write your choice of on your Home Medication List next to the medicine.

Your Home Medication List may not say what time of day to take it. If so, choose the time you want to take it. For example, it may say to take a certain medicine daily, but

not what time of day. You can choose to take that medicine every day in the morning. Write your choice on your Home Medication List next to the medicine.

The instructions on your Home Medication List may be different than the instructions on the bottles. This can happen if your healthcare provider changes your medicine dose or schedule more often than you refill your medicine.

Always follow the instructions on your Home Medication List, not the instructions on the medicine bottles. Your Home Medication List has the most up-to-date information about your medicine.

Fill the pill box once a week. It's best if you the your pill box same day each week, or after a follow-up visit. Put all standing medicine for the week in it each time you fill it.

Ask for help filling the pill box if you need it. If you have arthritis, peripheral neuropathy, or trouble with your memory, it can be hard to fill your pill box. Ask a family member, friend, or visiting nurse to help you. You can also ask your pharmacy to put your medicine in non-childproof bottles that are easier to open.

Steps for filling a pill box

1. **Set up your supplies** on a clean, flat surface. You'll need:

- The pill box.
- The medicine taken on a schedule.
- The Home Medication List.
- A disposable (throw-away) towel.
- Soap and water, or an alcohol-based hand sanitizer.

2. **Clean your hands.** If you're washing your hands with soap and water, wet your hands and put soap on them. Rub your hands together for 20 seconds, then rinse the soap off. Dry your hands with a disposable towel. Use the same towel to turn off the faucet.

   If you're using an alcohol-based hand sanitizer, cover your hands with it. Then rub your hands together until they're dry.
3. **Line up the medicine bottles** in the order they appear on the Home Medication List. If there is more than 1 bottle of the same medicine, put the bottles next to each other.
4. **Fill the pill box.** Start with the first medicine on the Home Medication List. Put all of the doses of that medicine into the pill box before moving on to the next one. For each

medicine:

- Check your Home Medication List to see what dose you need to take.
- Check the medicine strength on the pill bottle(s). Figure out the number of pills needed to make the right dose.
  - You may need to use more than 1 pill to make the right dose.
  - Sometimes you may need to use pills of different strengths to make the right dose. For example, for a 2.5 milligram (mg) dose, you may need 1 (0.5 mg) pill and 2 (1 mg) pills.
- Check the Home Medication List to see when to take the medicine. Put 1 dose of the medicine in the matching space(s). For example:
  - For daily medicine taken in the morning, put 1 dose in the morning space for each day.
  - For medicine taken every 12 hours, put 1 dose in the morning space for each day. Then put another dose in the evening space for each day.
- Put doses for each day into your pill box. Fill all of the doses for each day of your pill box, or up until your next clinic visit.

- Put the cap back on the pill bottle. Put the bottle back where you store the medicine taken on a schedule.

  Repeat these steps for each medicine on the Home Medication List.

As you fill your pill box, keep track of how much of each medicine you have left. Ask your healthcare provider for refills 5 or more days before the medicine runs out. Sometimes, it takes a day or 2 for the medicine to be ready.

What to do after filling a pill box

When you're finished filling the pill box, close each of the spaces. Put it in a plastic bag. That way, if it gets knocked over and accidentally opens, the pills will spill into the bag.

Put the Home Medication List in the bag with the pill box. Store the pill box in a cool, dry place away from sunlight.

It can be very dangerous to miss doses or take extra doses of your medicine. Always take your medicine the right way, at the right time, and at the right doses. Read *How to Take Your Medicine Safely* (www.mskcc.org/pe/take-medicine-safely) to learn more.

Call your healthcare provider if you have any questions or concerns about your medicine.

If you have questions or concerns, contact your healthcare provider. A member of your care team will answer Monday through Friday from 9 a.m. to 5 p.m. Outside those hours, you can leave a message or talk with another MSK provider. There is always a doctor or nurse on call. If you're not sure how to reach your healthcare provider, call 212-639-2000.

For more resources, visit www.mskcc.org/pe to search our virtual library.

How To Fill a Pill Box - Last updated on October 1, 2026
All rights owned and reserved by Memorial Sloan Kettering Cancer Center