

LAC+USC MEDICAL CENTER POLICY

Subject: PRESCRIPTION PADS SECURITY		Original Issue Date: 3/23/18	Policy # 953
		Supersedes:	Effective Date: 3/23/18
Departments Consulted: Department of Pharmacy	Reviewed & Approved by: Pharmacy and Therapeutics Committee Medical Executive Committee Attending Staff Association Executive Committee Senior Executive Council	Approved by: Chief Medical Officer	
		Chief Executive Officer	

PURPOSE

LAC+USC Medical Center providers are required to ensure the security of all prescription blanks in order to minimize any opportunity for theft and drug diversion. Controlled substance prescription pads must be kept on the provider persons at all times in the Medical Center.

POLICY

Non-Control Substance Prescription pads

These prescription pads will be utilized exclusively at LAC+USC Medical Center and only for emergent situations related to an inability to generate electronic prescriptions to the outpatient pharmacies. Non-Controlled prescription blanks will be made available as a temporary solution until such time as the electronic prescription issues are resolved. Non-controlled prescription blanks can be obtained at the LAC+USC Inpatient Pharmacy located at 1200 N State St room B2A100 or by calling 323-409-7641. Upon resolution of electronic prescription issues all unused prescription blanks must be returned to the Inpatient Pharmacy. These prescription pads are not to be utilized at any other time. Non-control substance prescription pads are only to be stored by LAC+USC inpatient pharmacy services for temporary use during down time procedures instead of e-prescriptions.

Controlled Substance Prescription pads

The GME office will be responsible for ordering for residents and fellows under their own respective provider name and personal DEA number. The attending staff office will be responsible for ordering controlled substance prescriptions for licensed independent providers credentialed by the Attending Staff Association.

Once prescriptions arrive at the GME office or attending staff office they will be secured. Only the provider for whom the prescriptions were order for will be able to pick up the prescriptions. A log will be kept to track the prescription.

Once provider has picked up the prescription blanks it is their sole responsibility to secure the prescriptions.

Prescription pads shall not be stored in an inpatient or outpatient area in the hospital but rather shall be brought with the license provider to clinic or hospital area when needed.

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	Chief Executive Officer's Initials:	

All LAC+USC Medical Center prescription blanks are to be used exclusively by providers currently working at LAC+USC. All LAC+USC Medical Center prescription blanks are to be utilized only for registered patients at LAC+USC with orders documented in Orchid of the prescribed medication.

Providers no longer working at LAC+USC are expressly prohibited from utilizing any type of prescription blank that contains LAC+USC's address. LAC+USC prescription blanks are not to be used under any circumstances for patients seen outside of LAC+USC or without corresponding Orchid visit and orders documentation.

Prescription pads will be issued to providers under their personal name & DEA number and thus it is their responsibility to ensure appropriate destruction of the control substance prescription pads when they leave county service (termination of employment, graduation or completion of residence) or are no longer needed for patient care at LAC+USC.

DEFINITIONS

Control substance prescription pads can be used to order all legend and schedule II, III, IV and V medications from an outpatient pharmacy.

Non-Control Substance prescription pads are to be used for non-control or legend medications. These prescription blanks are Medicaid compliant but are not DEA compliant for ordering controlled substances.

RESPONSIBILITY

- Medical Staff
- GME Office
- Inpatient Pharmacy Department

REVISION DATES