



**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **OUTPATIENT PHARMACY SERVICES**

SUBJECT: **PRESCRIPTION FILING FORMAT**

CODE: 2.15.1

DATE: 8/27/98

REVISED: 11/16/16, 7/26/19, 4/19/22

APPROVED: Tinh Tran, Pharm. D.

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POLICY

The Outpatient Pharmacy will file daily original, non-controlled and non-electronic prescriptions within a tabbed folder. The Outpatient Pharmacy will file daily original, CIII-V controlled prescriptions with a tabbed index card placed in a box. The original CII controlled prescriptions will be separated daily from other controlled prescriptions and filed by month for auditing purposes.

Original prescription files will be kept within the RLANRC pharmacy for 3 years and be readily retrievable for auditing purposes.

Original prescription files for Medicare Part D or reimbursement programs may be kept for up to 10 years depending on the program and be readily retrievable for auditing purposes.

Reviewed: 06/23/2016 AN, 7/26/19NN, 4/19/22 TT

Approved By: *Ber Arudo*