

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **CLINIC PHARMACY
OUTPATIENT SERVICE**
SUBJECT: **PRESCRIPTION FORMAT**

CODE: 2.02.0
DATE: 2/5/82
REVISED: 6/16/16, 7/26/19, 4/19/22
APPROVED: Think Tran, Pharm. D.
MEC APPROVED: 11/18/09
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POLICY

1. Prescriptions accepted by the Rancho Los Amigos National Rehabilitation Center Pharmacy will be written on a tamper-resistant prescription form, electronically printed, signed and dated, or electronically sent to Rancho Outpatient Pharmacy (preferred). Telephoned prescriptions are permitted under defined circumstances (See Code: 2.04.7).
2. Prescriptions for controlled substances, including EPCS, will be accepted provided that all laws governing the writing of these prescriptions have been adhered to.
3. Prescription format to be used:
 - a. Name and address of patient
 - b. Name and quantity of drug (or device) prescribed; strength of medicine where applicable
 - c. Directions for use
 - (1) "As needed" medication orders must be qualified.
 - (2) Range orders, e.g. "Take 1-2 tablets q 4-6 hours as needed for pain," are permitted [see Policy 2.10.0].
 - d. Date of issue
 - e. Signature of prescriber; name of prescriber rubber stamped, printed, or typed. Prescriber's license number
 - f. Federal DEA number if controlled substance(s) prescribed
4. Prescriptions are kept in the Pharmacy and are filed by prescription number.
5. The prescriptions are issued to cover patient's needs until the return clinic appointment. The amount of medication issued is not to exceed a three month supply. Non-controlled refills are not to exceed twelve months from the date the original prescription was issued.
6. Prescriptions for controlled substances will be signed for receipt by the patient. Controlled drug prescriptions are valid six months from the date of the original prescription. The quantity cannot exceed the maximum quantity allowed by MediCal for controlled drugs. The number of refills for CIII-V cannot exceed five refills or 120 day supply within six months. There are **NO** refills for C-II scheduled medications.

Reviewed: 7/12/2018bdk, 07/26/19 NN, 4/19/22 TT

Approved By: 