



# Department of Pharmacy POLICY AND PROCEDURE

POLICY NUMBER: 1408

VERSION: 1

## SUBJECT: Emergency Refill of Prescription without Prescriber Authorization

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### PURPOSE:

To establish guidelines and compliance regarding the short-term emergency refills for **non-controlled** medications with no readily available refill authorization during and after clinic hours, on weekends and on holidays.

### POLICY:

High Desert Regional Health Center Pharmacy shall comply with all Federal and State regulations in the management of emergency refills of medications without prescriber authorization.

### PROCEDURE:

1. Emergency refills should only be authorized if, in the pharmacist's professional judgement, failure to refill the prescription might result in an interruption of a therapeutic regimen that could cause patient harm.
  - a. Emergency refills should only be dispensed if the pharmacy is unable to readily obtain refill authorization from the prescriber.
    - i. The pharmacist shall make every reasonable effort to contact the prescriber.
    - ii. The pharmacist shall make an appropriate record of the reasons for generating emergency refills.
2. The pharmacist shall print a refill request form of the previously filled medication and manually document on the refill request form that the prescription is being authorized for a short-term (**no more than 7-day supply**) emergency refill purpose.
  - i. The pharmacist shall document on this form how many attempts were made to obtain a refill authorization and why it is necessary to generate an emergency refill.
  - ii. This form will be scanned into the Cerner Etreby Software as a new prescription to generate a prescription number and a record of the emergency refill.

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3. The pharmacist shall inform the prescriber or the covering prescriber, within 3 business days, that the emergency refill was dispensed.
4. The pharmacist shall inform the patient that the prescription was refilled for short-term only due to inability to obtain a refill authorization from the prescriber.
5. The prescriber shall not incur any liability as the result of the emergency refill generated by the pharmacist.

**REFERENCE:**

- California State Board of Pharmacy Law Book, Section 4064.

Approved By: Romina Panoussi (PHARMACY SERVICES CHIEF II)	
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