



# Department of Pharmacy POLICY AND PROCEDURE

POLICY NUMBER: 931  
VERSION: 2

## **SUBJECT: Outpatient Pharmacy- Profile and Record Requirements**

**PURPOSE:** To establish a mechanism for the safe and accurate profile and record keeping for the dispensing of prescribed medications to patients.

**POLICY:** All medications furnished to patients of High Desert Regional Health Center shall be dispensed under the control of a licensed pharmacist and in compliance with requirements established by the California State Board of Pharmacy.

### **PROCEDURE:**

1. Patient information is maintained in the pharmacy computer information system.
  - A. Patient’s demographic information (i.e. address, telephone number, birth date or age, and gender) are maintained in either the pharmacy computer information system (Cerner Etreby) or the Health System-wide patient information system (AFFINITY).
2. Patient prescription records will be kept on file for a minimum of three years.
  - A. Non controlled prescriptions are filed by date typed.
  - B. Prescriptions for Scheduled drugs are separated from regular prescriptions. Controlled prescriptions for Schedule II are separated from Schedule III, IV, and V; and filed bimonthly.
  - C. Refillable prescriptions are separated from the non-refillable on the same date.
  - D. Patient’s stated allergies are documented on the prescription.
3. Records not kept in the pharmacy are stored off site (with authorization from the State Board of Pharmacy-approved 10/5/09)

Approved By: Romina Panoussi (PHARMACY SERVICES CHIEF II)	
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Supersedes:	