

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 1641
VERSION: 1**

SUBJECT/TITLE: OUTPATIENT PHARMACY PRESCRIPTION REFILLS

POLICY: Effective November 15, 1995, drugs prescribed will be dispensed in quantities as written, not to exceed a 90 day supply, with refills as ordered, for the remaining period not to exceed 12 months from date prescription originally written at cash and carry pharmacies.

PRESCRIPTIONS WILL BE REFILLED FOR SCHEDULED CONTROLLED SUBSTANCES EXCEPT FOR SCHEDULE II (NO REFILLS ALLOWED).

PURPOSE: To establish a medication refill program to service medication needs of Olive View-UCLA Medical Center patients. The intent is to provide a continuum of care to our patients for their medication needs and for whom a physician visit is not indicated solely to obtain more medication.

DEPARTMENTS: All

DEFINITIONS: Any additional filling of a prescription for medication beyond the original prescription filling.

PROCEDURE: **A. PRESCRIPTION LABEL WITH REFILLS NOTED**

1. Prescriptions which have physician authorized refills will print a label with the quantity of refills indicated automatically.
2. Refills will be honored not to exceed 12 months from the original date written. Exception: Refills for antibiotics must be requested immediately when the original prescription supply is exhausted. To promote proper medical treatment and appropriate continuity of care, antibiotics must be taken as instructed without interruption. Controlled substances class III-V have variable time limits based on quantities dispensed, never to be refilled beyond 6 months from date written.
3. It is suggested that each physician write prescriptions to be taken to the Pharmacy with a 30-day maximum supply and refills of 30-day maximum supplies to a time limit of 1 year from original date written, unless the physician desires the patient to have larger quantities at each filing. Exception: controlled substances see P&P 302, 405.

SUBJECT/TITLE: OUTPATIENT PHARMACY PRESCRIPTION REFILLS

Policy Number: 1641

Page Number: 2

B. REFILL PROCEDURE

- C. For in person and phone in patient requests for refills, the pharmacy technician will verify the patient's eligibility, by review of the patient's prescription record.
 - 1. The pharmacy technician will activate the appropriate prescription refill in the computer and generate the appropriate prescription labels.
 - 2. The pharmacist will dispense the prescription per pharmacy policy and procedure 406, Outpatient Pharmacy Services.
 - 3. The original prescription will not be pulled by the pharmacy technician since it has already been verified by the original filling pharmacist, a counseling pharmacist and exists as an electronic prescription in the computer system.

SUBJECT/TITLE: OUTPATIENT PHARMACY PRESCRIPTION REFILLS

Policy Number: 1641

Page Number: 3

References:	
Approved by: Bonnie Bilitch (Chief Nursing Officer), Judith Maass (Chief Executive Officer), Shannon Thyne (Chief Medical Officer)	Date: 06/27/2018
Review Date: 06/27/2021	Revision Date:
Distribution: Olive View Hospital-Wide Policies	
Original Date: 06/27/2018	