

**DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**



SUBJECT: PRESCRIPTION DRUGS AND RECORDS

POLICY NO. 345

PURPOSE:: DHS has established the following policies to ensure compliance with the various laws and regulations applicable to the dispensing of prescription drugs and to ensure proper medication records.

POLICY:: I. **PRESCRIPTION DRUGS**

As a provider of prescription drugs, DHS is subject to certain statutory and regulatory obligations regarding the provision of and billing for prescription drugs. As with any other health care service, DHS may only provide those prescription drugs that are medically necessary and ordered by a DHS treating physician or other authorized person. To further ensure compliance with the various laws and regulations applicable to the dispensing of prescription drugs and the proper billing for such drugs, DHS has established the following policies:

- Only properly licensed and authorized persons shall dispense prescription drugs.
- All prescriptions received via electronic image transmission (i.e., facsimile or scanned) shall be maintained either in hard copy form or in a form that can be stored and retrieved from a computer system.
- DHS shall comply with all applicable federal and state laws and regulations related to the provision of drugs to home health agencies, nursing homes, or clinics for the purpose of furnishing those drugs to patients. This includes maintaining records of all drugs supplied to such entities.
- DHS shall comply with all applicable federal and state laws and regulations related to pharmacy operations, including but not limited to those laws and regulations related to compounding and dispensing of drugs, storage of drugs and supplies, requirements for prescriptions, maintenance of equipment and facilities, and supervision by properly licensed and authorized personnel.

II. **PRESCRIPTION DRUG RECORDS**

Proper pharmacy and record documentation is essential to the quality of care rendered to patients, as well as to proper coding and billing for services rendered. Professional standards mandate the maintenance of accurate and complete medication records. To that end, DHS has adopted the following policies to ensure proper medication record documentation:

- DHS shall maintain medication profiles on all patients who

have a prescription filled by DHS pharmacies.

- All pharmacy and medication records shall be maintained electronically or on paper in a manner that enables the following information to be readily retrievable during normal operating hours: the patient's full name and address, telephone number, date of birth or age, and gender.
- For each prescription drug dispensed by DHS the following information shall be recorded in the patient's medication record:
 - The name, strength, dosage form, route of administration (if other than oral) quantity and directions of use;
 - If the drug dispensed is a generic drug, the records shall reflect the manufacturer's name which appears on the commercial package label;
 - The prescriber's name and where appropriate, license number, Drug Enforcement Agency registration number, or other unique identifier;
 - The date on which the drug was dispensed or refilled and the initials of the dispensing pharmacist; and
 - The prescription number for each prescription.
- All medication records shall clearly record the following information which may relate to drug therapy: patient allergies, idiosyncrasies, current medications and relevant prior medication including nonprescription medications and relevant devices, or medical conditions which are communicated to the pharmacy by the patient or the patient's agent.
- For those parenteral solutions that DHS pharmacies both compound and dispose, in addition to all other record keeping requirement, the patient's medication record shall include the following information:
 - Patient's body weight;
 - Primary diagnosis related to need for prescribed therapy and secondary diagnosis, if available;
 - Medication history, including current medication regimen and drug/food allergies.
- DHS shall ensure that all patient medication and other pharmacy records are maintained in a manner that complies with all payor contract requirements and applicable federal and state laws, including laws

related to the length of time such records must be maintained and the confidentiality of such records.

AUTHORITY:: Code of Federal Regulations, Title 22

EFFECTIVE DATE: Nov 19, 2004

SUPERCEDES:

APPROVED: Signature on File
