Chapter 1 Receiving and Verifying Medication Orders

Medication Order (Retail)

+ Usually includes pre-printed information.
+ Written information MUST BE IN INK
+ Information requirements on Prescription
    - Patient's full name
    - Date of issue
        - Prescriptions are valid for 1 year since date of issue
        - Schedule II drugs prescriptions are valid for 6 months or less
        - Schedule II drugs must be filled within 3 days of prescribing
    - Name and Title of prescriber
        - Acceptable Prescribers: MD, DO, OD, DDS, DVM, PA, Nurse Practitioner.
    - DEA number (for controlled substances)

    - Name of Drug prescribed
    - Strength (usually in mg or ml) and dosage form
    - Quantity of drug being dispensed
    - Instructions for Dosage (SIG) (Study Symbols, Abbreviations, and Shorthand on website)
    - (Optional) Instructions for labeling
    - Signature of prescriber in INK (NO STAMPS)
    - Authorization for generic substitute or Dispense as Written (DAW)
    - Refill information
    - (Rare) Preparation Instructions
    - SCHEDULE II Drug patient information requirements:
        - Address and Phone #
        - Age/DOB
        - Allergies and concurrent meds
        - Insurance coverage (self-pay/copay/etc...)
+ Verification of DEA number:
    - A/B/C/D/Etc assigned to MD,DO,DDS,OD
    - M assigned to midlevel practitioners (PA, Nurse Practitioner)
    - T assigned to trainee
    - The second letter is the first letter of the prescriber's last name.
    - (sum of odd-numbered digits) + 2(sum of even-numbered digits) = (last number should match the 7th number of DEA number)
+ Refill Requests
    - Drugs other than schedule II drugs can be refilled over the phone
    - Schedule III-IV have specific refill spacings
    - Schedule II drugs don't allow refills.
+ Prescriptions for Schedule II drugs
    - Triplicate forms (DEA, Prescriber, Pharmacy) (STUDY FORMS ON WEBSITE)
    - Prescription may not have errors or write overs
+ DON'Ts
    - No refill authorizations without prescription

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