

CHAPTER 7
PHARMACY

3-7.12 continued

D. Many drugs are used on a continuing basis over long periods of time. To avoid prescribing large quantities of drugs (over a 30 days' supply) and to avoid unnecessary visits to the physicians for additional quantities, outpatient prescriptions with the exception of narcotics and hypnotics may be filled in accordance with the following procedure:

- (1) The number of refills authorized will be written on the prescription by the physician.
- (2) The pharmacist will write on the original prescription each time the prescription is refilled. No more than the authorized number of refills will be permitted.
- (3) The total quantity of medication may be limited to a definite period such as six months as determined by the pharmacy and therapeutics committee. After this period the patient would see the physician for a new prescription.
- (4) A record of each refill must be included in the patient's record and show the number of the prescription, the name of the drug, the date of the refill, and the date of the original prescription.
- (5) A record of the number and cost of refill prescriptions will be kept and reported on the quarterly report - pharmacy Form PHS 1310-1. The cost of refills will also be added to the Outpatient Costs and prescription costs in January and July; however, they are not to be added to the Outpatient Visit total.
- (6) The pharmacist will exercise professional judgment in providing refills of prescriptions for outpatients.

3-7.13 A PHARMACY AND A DRUG-ROOM, DEFINITION OF

A Pharmacy is a drug compounding and dispensing area with a pharmacy officer in charge.

A Drug-room is a drug dispensing area without a pharmacy officer in charge.

3-7.14 PHARMACY MANAGEMENT

- A. Records, Responsibility for Keeping. In compliance with Federal laws and regulations and Division policy, each member of the professional staff shall be responsible for maintaining appropriate records on drugs and drug stocks under his jurisdiction. The Chief, Area Pharmacy Branch shall review such records periodically and assist in their maintenance. All pharmacy records on narcotics,