



STATE OF ALABAMA DEPARTMENT OF
PUBLIC HEALTH

Donald E. Williamson, MD

State Health Officer

January 7, 1998

M E M O R A N D U M

POLICY ID# 98-13
CLEARED BY: FBK
DATE: 1-7-98

TO: Area Health Officers
Area & Assistant Area Administrators
Area Nursing Directors
Area FH/Clinic Coordinators
Area Disease Control Directors & Program Directors
Area Home Health Managers
Area Clerical Directors
County Office Managers
County Home Health Supervisors
County Clinic Supervisors
Central Office Bureau/Division Directors
Staff Assistants

FROM:  Charles Thomas, Pharmacy Director
Office of Professional & Support Services

RE: Policy on Filling of Prescriptions

There are many different procedures being followed in every county clinic in regards to the filling of prescriptions, and we need to standardize these procedures. Also, there are always questions as to what is legal and how to handle a particular situation in our dispensing roles. Since the passage of the nurse dispensing law, there is a need to conform to the various laws, rules, and regulations that govern the filling and dispensing of prescriptions. Pharmacy law in Alabama is controlled by the Board of Pharmacy which sets standards and procedures in the handling of prescription medication.

This policy should standardize procedures, bring them into compliance with state and local laws, establish uniform filling of prescriptions in every county, and eliminate confusion as to how we should be handling prescription medication.

CT/f

Enclosure

cc: Jefferson County Pharmacist
Mobile County Pharmacist

FILLING OF PRESCRIPTIONS

PURPOSE:

The purpose of this section is to establish procedure to fill prescriptions in order to be in compliance with existing laws, promote patient compliance, establish procedures that will enhance patient care and enable nurses to better serve their clients.

ISSUING MEDICATION:

The following procedure is to be used when dispensing a prescription in the original unopened bottle, or if repackaging in order to comply with the Policy on Child proof Packaging of Medications (#97-30)

1. All medication should be issued by the nurse according to the prescriber's most recent prescription. All quantities must be consistent with the prescriber's orders. Prescriptions should only be dispensed commensurate with the number of doses ordered and the directions for use, unless the prescriber is consulted and subsequently changes the regimen, the change must be accepted according to nurse protocol. The prescription date starts when the prescription is actually written.
2. When a patient runs out of medication before his/her original medication prescription order is depleted, a partial bottle may be dispensed if there are refills still remaining. This partial filling will be for the amount needed until the time for the patient's next prescription.

Example: If a patient comes in for a visit and needs additional medications, and there is only one month left on the most current prescription signed by the prescriber, the nurse would dispense a thirty day supply of medications (or according to the number of days left on the prescription). (Regarding the prescription orders: The six month time period begins from the date the prescription was written and signed by the prescriber.)

3. The number of pills dispensed should be noted in the CHR according to CHR protocol.
4. Put an X or other identifier on the opened stock bottle and use it up as soon as possible before opening another bottle.

