


Name of Policy: Prescription Pad Management Policy Number: 3364-133-96 Approving Officer: Chief Executive Officer, Chief Operating Officer Responsible Agent: Administrative Director Pharmacy Services Scope: University of Toledo Medical Center		 Effective date: Original effective date: 8/1/2012	
Key words: Prescription Pad, Script Pad, Prescription, Order, Prescriber			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The Inpatient Pharmacy provides secure storage and distribution of prescription pads for medical staff with prescribing authority from The University ~~of~~ Toledo Medical Center ([UTMC](#)).

(B) Purpose of policy

To provide secure storage and distribution of prescription pads signed out from the inpatient pharmacy to medical staff with prescribing authority and stored inside [Acudose Automated Dispensing Cabinets \(ADCs\)](#) for individual prescriptions dispensed per patient for use by the attending prescribers from the University ~~of~~ Toledo Medical Center.

(C) Procedure

Physician Sign Out Through Inpatient Pharmacy

2.1. Medical staff with prescribing authority must show the pharmacy their University of Toledo Medical Center ID badge ~~in order to~~ sign out prescription pads.

4.2. Valid prescribers with privileges at UTMC who may obtain blank prescription pads include the following:

- a. Attending Physicians
- b. Resident Physician

- c. ~~Physician assistants~~ [Advanced Practice Providers \(APPs\) with prescribing authority](#)
- e. ~~Clinical Nurse Practitioners who have prescribing authority~~

~~7.3.~~ Prescribers may sign out no more than 2 prescription pads each containing 50 scripts per pad from the inpatient pharmacy.

~~9.4.~~ A log will be kept in pharmacy that includes the following:

- a. Date/Time prescription pad(s) were signed out
- b. The number of the beginning and ending numbers on the prescription pad(s)
- c. Printed name of prescriber signing out prescription pad(s)
- d. Signature of prescriber
- e. Initials of pharmacy staff member

~~10.5.~~ Prescribers must notify security of lost or stolen prescription pads.

~~11.6.~~ A log will be kept in pharmacy of lost or stolen prescription pads that includes the following:

- a. Date/Time prescription pad(s) were lost or stolen
- b. Prescribers name printed
- c. Prescribers signature
- d. Area or building prescription pad lost or stolen
- e. Numbers lost

~~Acudose~~ Automated Dispensing Cabinets

1. Individual prescriptions can be dispensed per patient from the ~~Acudose~~ [ADCs](#) for writing outpatient prescriptions by the attending prescriber, or their agent for the patient's discharge medications.

2. The [Aeudose-ADC](#) will be assigned a prescription pad by pharmacy.
3. A log will be kept in pharmacy that includes the following:
 - a. The number of the beginning and ending numbers on the prescription pad that was assigned to the [AeudoseADC](#).
 - b. The [Aeudose-ADC](#) unit that the prescription pad was assigned to.
 - c. The date the prescription pad was stocked in the [AeudoseADC](#).
 - d. The signature of the pharmacy staff member stocking the [Aeudose-ADC](#) with the prescription pad.
4. Individual prescriptions that are dispensed per patient from the [Aeudose-ADC](#) will be kept in the possession of the prescriber, or locked up at all times.
5. Pre-signed and/or post-dated prescriptions are prohibited.
6. The [Aeudose-ADC](#) shall hold up to 50 prescription blanks total, packaged in packs of 10 prescription blanks.
7. Prescriptions pads stored inside the [Aeudose-ADC](#) are available for emergency use for prescribers at The University of Toledo Medical Center who do not have access to their prescription pad and shall be used for outpatient use only.

Completed prescriptions

1. Every attempt should be made to complete discharge prescriptions immediately prior to discharge.
2. i-Meds prescription delivery service can collect prescriptions ahead of time and deliver final, prepared prescription medications to the bed at time of discharge
3. If completed prescriptions must be stored prior to discharge: the prescriptions must be in a secure location. Approved locations:
 - a. [Aeudose-ADC](#) cabinet in the patient-specific bin
 - b. Patient's chart, stored in the nursing unit

