


<b>Name of Policy:</b>	<u>Prescription Refills</u>	
<b>Policy Number:</b>	3364-101-06-05	
<b>Department:</b>	Ambulatory Services	
<b>Approving Officer:</b>	Chief Executive Officer	
<b>Responsible Agent:</b>	COO, OP Clinic Operations	
<b>Scope:</b>	Ambulatory Services	
		<b>Effective Date:</b> 5/14/2021
		Initial Effective Date: 6/14/2000
<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**

New prescription orders and all patient requests for prescription refills will be authorized by a prescriber prior to being placed to a pharmacy. Medications required to be phoned in will be done appropriately documented in the medical record. Electronic Prescription Reports will be maintained.

**(B) Purpose of Policy**

To assure safe medication ordering practices.

**(C) Procedure**

- In general, prescribers shall document the number of refills provided for each medication at the time of the clinic visit.
- Prescriptions: RNs, LPNs, and Credentialed/Registered Medical Assistants may generate a prescription refill request electronically for the prescriber to review, document action and delegate action for the clinic staff. The prescriber will electronically send refills to the pharmacy or print and sign the prescription. When delegated by the prescriber, clinic staff will call in or send electronically the prescription appropriately in to the pharmacy and document in the medical record.
- Documentation of the prescriber’s authorization of the prescription refill shall be kept in the patient’s record.
- Electronic Prescription Reports will be signed by each prescriber and maintained for a period of no less than 3 years.

<b>Approved by:</b>		<b>Review/Revision Date:</b>
<u>/s/</u>	<u>05/25/2021</u>	1/01
Christine Stesney-Ridenour	Date	12/04
Chief Operating Officer –UTMC		8/06
		11/17/2009
<u>/s/</u>	<u>05/25/2021</u>	8/11
Russell Smith	Date	5/13
Chief Pharmacy Officer		5/1/2016
		5/1/2019
		5/14/2021
<u>/s/</u>	<u>05/27/2021</u>	
Rick Swaine	Date	
Chief Executive Officer - UTMC		
<i>Review/Revision Completed By:</i> Ambulatory Services		
		<b>Next Review Date:</b> 5/1/2024

**Policies Superseded by This Policy: 6-05**

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*