

## El Paso - Ambulatory Clinic Policy and Procedure

Title: <b>PRESCRIPTION FORM COMPLETION</b>	Policy Number: <b>EP 4.8</b>
Regulation: State Board of Pharmacy, Texas Dangerous Drug Act § 483A, Reference: Texas Controlled Substance Act – Health and Safety Code § 481A, Joint Commission	Effective Date: <b>04/2014</b>

### Policy Statement:

It is the policy of the Texas Tech University Health Sciences Center at El Paso (TTUHSC at El Paso) that all staff with prescriptive authority will complete all prescriptions according to the rules promulgated by the Texas State Board of Pharmacy.

### Scope and Distribution:

This policy involves the active participation of all Faculty & Staff with prescription authority. This policy will be distributed to all TTUHSC at El Paso ambulatory clinics.

### Procedure:

1. Outpatient prescriptions must contain all information required by Texas Pharmacy Rules, which include the following:
  - a. Name of patient.
  - b. Address of patient.
  - c. Date of issuance (date prescription written).
  - d. Name and quantity of drug prescribed.
  - e. Directions for use.
  - f. Intent for use (required unless the prescriber determines the information is not in the best interest of the patient).
  - g. Name, usual business address and telephone number of the prescriber legibly printed or stamped on the prescription. For Mid Level Providers (Advanced Practice Nurses and Physician Assistants) the name of the MLP as well as that of the supervising physician must be printed on the prescription.
  - h. Signature of prescriber.
  - i. For controlled substances:
    - 1) The Drug Enforcement Agency (DEA) number and Department of Public Safety (DPS) number of the prescriber must be legibly included on the prescription.
    - 2) The **quantity** of the drug prescribed must be indicated numerically, followed by the number written as a word.
    - 3) For schedule II drugs, the patient's age or DOB must be included.
  - j. Refill notation/authorization.
  - k. Prescriptions written for patients 12 years of age and under; include the patient's age and weight.
  - l. Although not as yet a "legal requirement" inclusion on prescriptions of the National Provider Identifier (NPI) may be useful since it may soon be required.

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### 2. Product Selection:

- a. As per the Pharmacy Act of 2003 if a “Brand” product is desired by the prescriber, the prescriber must write the words “Brand Medically Necessary ” or “Brand Necessary” in their own writing on the prescription itself. If the prescriber does not hand write “Brand Medically Necessary” or “brand Necessary” it allows the pharmacies to legally substitute for the written product if there is a therapeutic equivalent generic available.
- b. “Brand Medically Necessary” or “Brand Necessary” printed on the prescription is not allowed and the pharmacist has the authority to substitute the prescribed drug with a generic equivalent.

**\*Note:** The written prescription is the principal method of communication between the physician and pharmacist. The most carefully made therapeutic decision may be rendered useless unless the prescription accurately, legibly and completely communicates to the pharmacist the intention of the prescriber and adequately instructs the patient on the proper use of the prescribed medications.

### 3. Medicaid Patients: Prescriptions must be written on tamper resistant paper.

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Version Number: <b>1</b>	Revision Date:
Signatory approval on file by: Michael J. Romano, M.D. Associate Dean of Clinical Affairs Clinic Operations Committee, Chair Texas Tech University Health Sciences Center at El Paso	