

Policy Number: 30-1

Title: Electronic maintenance of Schedule III, IV, and V Controlled substance and Non-Controlled Substance Orders

Date Issued: March 17, 2005, revised May 18, 2006, October 18, 2007, and December 12, 2011

PURPOSE: To delineate the criteria by which Board staff uses to approve electronic maintenance of orders.

Policy:

Board staff may use the following criteria to approve or disapprove the electronic maintenance of schedule III, IV, and V controlled substance and non-controlled orders in prescription drug outlets:

- 1) The pharmacy's computer system must be backed up every 24 hours.
- 2) The orders must be electronically imaged into the system as soon as received and prior to dispensing.
- 3) The electronically imaged order cannot be edited.
- 4) The electronically imaged orders must be electronically available and legible to the naked eye for at least two years from the date of the last transaction of the order.
- 5) The Board or its inspectors must have access to the orders without delay. The pharmacy must provide a terminal and staff to assist.
- 6) The pharmacy is following its posted method of recording the identities of pharmacists conducting the initial interpretation of orders and corresponding refills as well as the final evaluation of corresponding prescriptions and refills.
- 7) The orders must indicate the serial number assigned to the order, the date of dispensing, the appropriate information regarding substitution, if applicable, and clarifications to the order, if applicable. If a schedule III, IV, and V controlled substance prescription order, the order also must indicate the address of the practitioner and patient as well as the individual DEA registration number of the practitioner.
- 8) All order information must be printable upon request.
- 9) If there are software revisions or enhancements, the system must be capable of complying with the items listed above.
- 10) The computer system shall be capable of displaying for review at least 600 orders per hour.
- 11) All original copies of schedule III, IV, and V controlled substance prescription orders shall still be maintained on the premises for not less than two years.
- 12) A copy of the approval letter from the Board must be posted in the pharmacy next to the prescription drug outlet registration.

The Program Director, or his or her designee, may immediately suspend or withdraw any prior approval of a pharmacy to electronically maintain schedule III, IV, and V controlled substance and non-controlled substance prescription orders if one or more of the following are determined during the course of an inspection or investigation:

- A. Electronically imaged orders are in fact being edited;
- B. Imaged orders are not consistently available in electronic form for the past 2 years;
- C. No terminal or staff is available to the inspector to review orders;
- D. Order information cannot be consistently printed; or
- E. The computer system is not capable of displaying for review at least 600 orders per hour.

In such instance, the pharmacy must maintain all hard-copy prescription orders in one of three separate files (one for non-controlled substance orders, another for schedule III, IV and V controlled substance orders, and another for schedule II controlled substance orders) and in numerical sequence by serial number as assigned to each order by the pharmacy until it receives written re-approval to maintain them electronically.