

**Department Of Health  
Health Systems Quality Assurance  
Office of Health Professions and Facilities  
Washington State Podiatric Medical Board  
Policy/Procedure**

<b>Title:</b>	Best Practice Guidelines-Verbal Prescriptions	<b>Number:</b> PO02-46
<b>Reference:</b>	Board Meeting: November 22, 2002	
<b>Contact:</b>	Program Manager	
<b>Effective Date:</b>	October 11, 2012	
<b>Supersedes:</b>	November 22, 2002	
<b>Approved:</b>	Board	
<b>Signature:</b>		
<b>Chair</b>	Suzanne Wilson, DPM, Chair	

**Policy:**        **Goal:** Reduce medication errors, increase patient safety, and prevent fraud and diversion by improving communication of prescription information between health care providers caring for a patient. The best person to communicate prescription information to a pharmacist would be the prescriber or at his or her direction, a prescriber's employee or a licensed health care provider treating the patient within the scope of their practice.

When calling in a prescription to a pharmacist, the following information should be provided:

Patient Information

- Name, including middle initial (spell last name if unusual)
- Date of birth
- Phone number

Drug Information

- Drug name
- Dosage
- Strength
- Directions (dose & frequency of administration)
- Route of administration
- Quantity (number)
- Refills, if any
- Notification of purpose, if appropriate
- If generic substitution is permitted

Prescriber Information

- Name (whole name, with identifier, if a common name)
- Name of clinic or practice
- DEA number if appropriate
- Name and role of the caller, if other than practitioner
- Phone number where the pharmacist can check back with the prescriber if there are any questions about the prescription.

**Procedure:** Post on the Web page.