Pharmacy Quality Assurance Commission
POLICY/PROCEDURE

Title: Closing a Pharmacy – Patient Notification
Number: 39

Reference: WAC 246-869-250

Contact: Executive Director

Effective Date: December 16, 2010 (reaffirmed December 11, 2014)

POLICY STATEMENT:
The Pharmacy Quality Assurance Commission (Commission) acknowledges that adequate patient notification of a pharmacy’s closing is an important public health and patient access issues.

In addition to applicable state and federal laws and rules, the Commission urges all pharmacies to notify patients, fifteen days in advance, of the closing or the execution of the sale of a pharmacy.

Notification of closing should include:
1) Distribution by direct mail; or
2) By public notice in a newspaper of general circulation in the area served by the pharmacy; and
3) By posting a closing notice sign in a conspicuous place in the public area of the pharmacy.

The closure notice should include, but not be limited to:
1) The intended last date the pharmacy will be open for business;
2) The name and address of the pharmacy to which prescription records will be transferred after the pharmacy closes; and
3) Instructions on how patients can arrange for transfer of their prescription records to a pharmacy of their choice and the last day a transfer may be initiated.