Title: Best Practice Guidelines-Verbal Prescriptions
Reference: Board Meeting: November 22, 2002
Contact: Program Manager
Effective Date: October 11, 2012
Supersedes: November 22, 2002
Approved: Board
Signature:
Chair 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.