Electronic Prescription Transmission System
General Requirements – All Systems

I. Prescription Content and Form
An electronically transmitted prescription must include prescription content and form consistent with WAC 246-870-030, Chapter 246-875, RCW 69.41.120, and 21 CFR Part 1300. An electronically transmitted prescription must include:

1. Prescriber’s name and physical address of the prescriber
2. Prescriber’s Drug Enforcement Administration Registration number for controlled substance prescriptions
3. Date of prescription issuance
4. Patient’s name and address
5. Drug name, dose, route, form, directions for use, and quantity
6. Electronic or digital signature of the prescriber
7. Refills or renewals authorized, if any
8. A place to note allergies and purpose for the drug
9. Prescription must indicate preference for generic equivalent drug substitution

If system prints hard-copy prescription, must be compliant with the following:
   a. Must be formatted and compliant with WA State and Federal requirements.
   b. Must have Physician DEA Registration Number if controlled substance.
   c. WA State requires dual signature lines for all printed prescriptions. (See RCW 69.41.120 for specifics on dual signature lines.)
   d. Printed prescriptions must be manually signed.

Electronic prescription record must identify the system and that identification must be readily retrievable for Commission inspection.

II. Record Storage
WAC 246-870-080 allows prescription drug records for legend drugs to be electronically stored in compliance with Chapter 246-875 WAC and readily retrievable for inspection. Controlled substance prescriptions must be maintained in accordance with state and federal regulations.

III. Electronic Prescriptions for Controlled Substances (EPCS)
RCW 69.50.312 requires a system participating in the transmission of controlled substance prescriptions to be in Compliance with Title 21 C.F.R. Parts 1300, 1304, 1306 and 1311 and RCW 69.50.312(1)(b). The electronic prescription transmission system must make the EPCS certification report available to any practitioner or pharmacy that uses the application or is considering use of the application.
Electronic Prescription Transmission System Policies and Procedures Checklist for SENDING and INTERMEDIARY Systems

WAC 246-870-060 requires each electronic prescription transmission system have policies and procedures available on the electronic transmission of prescription information. The policies and procedures for sending and intermediary systems must address the following:

I. Freedom of Choice for Patients
   □ The patient’s choice of any pharmacy cannot be restricted.

II. Security Procedures
    □ Adequate security measures and systems in place to protect against duplication, unauthorized access, modification or manipulation of data.
    □ Documentation of formal procedures for selecting and executing security measures.
    □ Physical safeguards to protect computer systems and other pertinent equipment from intrusion.
    □ Processes to protect, control, and audit access to confidential patient information.
    □ Processes to prevent unauthorized access to the data when transmitted over communication networks or when data physically moves from one location to the other.
    □ Security measures equal to or better than those in chapter 246-870 WAC in intermediary contracts, including but not limited to prohibiting the modification of any prescription order record after it has been transmitted to the pharmacist.

III. Maintenance of Patient Confidentiality
    □ Maintenance of confidential patient information consistent with chapters RCW 18.64, RCW 69.50, and RCW 70.02 Health Care Information Act.

IV. Agent of the Prescriber
    □ The use of the agent of the prescriber function is limited to prescriptions or chart orders that are issued for residents of a long-term care facility or hospice program as permitted under RCW 18.64.550. All other prescription orders must be communicated electronically between an authorized practitioner and a pharmacy.

V. Recordkeeping and Audit Trail
    □ Transmission and retention of the information by the sender of the prescription.
    □ Authentication of the sender’s authority and credentials to transmit a prescription.
    □ An audit trail of all prescriptions electronically transmitted that permits retrieval of all actions and identification of persons who have acted on a prescription.

1 An operations manual can satisfy this requirement if it meets the standards in WAC 246-870-060.
Electronic Prescription Transmission System
Policies and Procedures Checklist for
Pharmacy RECEIVING Systems

RCW 69.41.055 (1)(b) requires Commission approval for systems receiving electronically communicated prescription information, in addition to the systems transmitting electronically communicated prescription information. Pharmacy software receiving system policies and procedures must address the following:

I. Security Procedures
   □ Adequate security measures and systems in place to protect against duplication, unauthorized access, modification, or manipulation of data.
   □ Documentation of formal procedures for selecting and executing security measures.
   □ Physical safeguards to protect computer systems and other pertinent equipment from intrusion.
   □ Processes to protect, control, and audit access to confidential patient information.
   □ Processes to prevent unauthorized access to the data when transmitted over communication networks or when data physically moves from one location to the other.
   □ Security measures equal to or better than those in chapter 246-870 WAC in intermediary contracts, including but not limited to prohibiting the modification of any prescription order record after it has been transmitted to the pharmacist.

II. Maintenance of Patient Confidentiality
    □ Maintenance of confidential patient information consistent with chapters RCW 18.64, RCW 69.50, and RCW 70.02 Health Care Information Act.

III. Agent of the Prescriber
    □ The use of the agent of the prescriber function is limited to prescriptions or chart orders that are issued for residents of a long-term care facility or hospice program as permitted under RCW 18.64.550. All other prescription orders must be communicated electronically between an authorized practitioner and a pharmacy.

IV. Recordkeeping and Audit Trail
    □ Transmission and retention of the information by the receiver of the prescription.
    □ Authentication of the identity of the receiver.
    □ An audit trail of all prescriptions electronically transmitted that permits retrieval all actions and identification of persons who have acted on a prescription.

V. Software Recordkeeping
    □ If prescription records are stored electronically as authorized in WAC 246-870-080, a description of how those records are maintained in compliance with chapter 246-875 WAC and how the reports of prescriptions can be generated to be readily retrievable by the Commission or its agent for inspection.

2 An operations manual can satisfy this requirement if it meets the standards in WAC 246-870-060.