

**Good Samaritan Health & Wellness Center**  
Policies and Procedures

Subject: Patient Profiles

Policy #: 6.16

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## 6.16 Patient Profiles

**OBJECTIVE:** To establish and maintain patient profiles as part of the pharmacy records system at Good Samaritan Health & Wellness Center.

**PROCEDURES:**

A. The pharmacy will electronically maintain patient profiles with, but not limited to, the following information:

1. Name of client
2. Address
3. Telephone number
4. Date of birth
5. Discount or co-pay amount
6. Drug allergies
7. Any comments deemed applicable
8. Insurance information:

Insurance information will be verified, at least annually, by the Pharmacy, through the use of available electronic websites. Patients will be required to fill out the appropriate Patient Intake Form, which obligates the patient to inform GSHWC of any and all changes to their insurance and/or insurance status. Record of prescription filled including, but not limited to, the following information:

- Date filled
- Name, address and DEA number of prescribing provider
- Indication of whether it is a new or refilled prescription
- Prescription number
- Prescription price
- Name and strength of medication
- Directions for use