

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

Subject: Records Dispensing

Policy #: 6.13

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## 6.13 Records Dispensing

**OBJECTIVE:** To ensure that accurate data is maintained on file in the Good Samaritan Health & Wellness Center Pharmacy for all medications dispensed.

**POLICY:**

1. The Pharmacy Manager will be responsible for ensuring that records of all medications dispensed are maintained in an easily retrievable manner in the pharmacy's files, in accordance with applicable state and federal law.
2. The dispensing record will include a written, electronic, or verbal order reduced to hard copy from a licensed GSHWC practitioner. The information contained within will comply with applicable laws and regulations. The following items are to be included in the prescription file:
  - a. Name
  - b. The date of the prescription.
  - c. The identifying serial number of the prescription.
  - d. The name, strength and quantity of the medication ordered.
  - e. Appropriate directions for use.
  - f. The initials of the pharmacist reviewing the prescription.
  - g. The name of the prescriber's agent calling the prescription order to the pharmacy, if applicable.
  - h. Or reference to the chart for the above information.
3. Dispensing records are to be maintained in the pharmacy for a period of at least seven years. Patient profile records are to be maintained in the pharmacy computer for at least three years