

SUBJECT: FACSIMILIE TRANSMISSION OF PRESCRIPTIONS

APPROVED BY: VP/COO Acute & Long Term Care _____
EFFECTIVE DATE: 2001 08 16
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REVIEW DATE: 2008 01 31

Purpose:

To ensure medications are ordered as per federal/provincial legislation.

Policy/Standard:

Prescription drug orders may be transmitted by facsimile to the Labrador Health Centre and Charles Curtis Memorial Hospital pharmacy, provided that the appropriate requirements and procedures are met.

Procedure:

- 1) Faxing should only be done for acute care medications or medications needed urgently. Routine long term medication scripts should be sent in the mail.
- 2) The prescription must be sent only to hospital pharmacy with no intervening person having access to the prescription drug order.
- 3) The prescription must be sent directly from the Community Clinic.
- 4) The prescription is to be faxed to 896-4017 at the LHC or 454-3232 at the CCMH.
- 5) The prescription must be stamped on the front of the script with "Faxed to the Pharmacy" and the appropriate date included. This will prevent double faxing and double refilling.
- 6) The prescription must include the:
 - a) Date.
 - b) Surname, initials and address of patient.
 - c) Name of the drug or ingredient(s) and strength where applicable.
 - d) Quantity of the drug which may be dispensed.
 - e) Dosage instructions for use by the patient which shall include a specific frequency or interval or maximum daily dose.

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- f) Refill authorization where applicable, which shall include the number of refills and interval between refills.
 - g) Name, signature, license number and address of the practitioner (prescriber).
 - h) Practitioner's telephone number for verbal verification.
 - i) Time and date of transmission.
- 7) The pharmacist is responsible for verifying the origin of the transmission and the authenticity of the prescription.
- 8) The prescription drug order is maintained on permanent quality paper.
- 9) The original prescription if faxed, will be kept on the clinic chart for 2 years.
- 10) If prescriptions are initiated from the Primary Referral Centre, Pharmacy department must fax a copy of that prescription to the Community Clinic for the clients records.

"Facsimile transmission" means transmission of the exact visual image of a document by way of electronic equipment.

Reference:

Newfoundland Pharmaceutical Association

Pharmacy Policies & procedures 6-60