

Rule

Department of Health and Hospitals Board of Pharmacy

Pharmacy Records (LAC 46:LIII.Chapters 11, 12, and 15)

In accordance with the provisions of the Administrative Procedure Act (R.S. 49:950 et seq.) and the Pharmacy Practice Act (R.S. 37:1161 et seq.), the Louisiana Board of Pharmacy has amended several sections within *Chapter 11 – Pharmacies*, as well as Section 1213 in *Chapter 12 – Automated Medication Systems* and Sections 1503 and 1509 in *Chapter 15 – Hospital Pharmacy* to update the rules relative to pharmacy records and recordkeeping requirements. The effective date of these new rules has been delayed to January 1, 2015.

Louisiana Administrative Code

Title 46 – Professional and Occupational Standards

Part LIII: Pharmacists

Chapter 11. Pharmacies

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Subchapter B. Pharmacy Records

§1119. Definitions

- A. As used in this Chapter, the following terms shall have the meaning ascribed to them in this Section:
- “*Department*” means the Louisiana Department of Health and Hospitals or its successor.
- “*Password*” means a private identification that is created by a user to obtain access to an electronic pharmacy information system.
- “*Personal identifier*” means a unique user name or number for identifying and tracking a specific user’s access to a pharmacy information system such as social security number, user identification number, or employee number.
- “*Positive identification*” means a method of identifying an individual who prescribes, administers, or dispenses a prescription drug.
- a. A method may not rely solely on the use of a private personal identifier such as a password, but must also include a secure means of identification such as the following:
 - i. A manual signature on a hard copy record;
 - ii. A magnetic card reader;
 - iii. A bar code reader;
 - iv. A thumbprint reader or other biometric method;
 - v. A proximity badge reader;
 - vi. A register in which each individual pharmacist dispensing a prescription shall sign a log each day, attesting to the fact that the information entered into the electronic record keeping system has been reviewed that day, and is correct as stated.
 - vii. A printout of every transaction that is verified and manually signed within a reasonable period of time by the individual who prescribed, administered, or dispensed the prescription drug. The printout must be maintained for two years and made available on request to an agent of the board.
 - b. A method relying on a magnetic card reader, a bar code reader, or a proximity badge reader must also include a private personal identifier, such as a password, for entry into a secure mechanical or electronic system.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 23:1312 (October 1997), amended LR 29:2090 (October 2003), effective January 1, 2004, amended LR 40:2252 (November 2014), effective January 1, 2015.

§1121. General Requirements

- A. Requirements.
1. All records relating to the practice of pharmacy shall be uniformly maintained for a period of two years, be readily available, and promptly produced upon request for inspection by an agent of the board during regular business hours.
 2. All records required by the laws and regulations of the board shall be provided to the board, or its agents, within seventy-two (72) hours of request, unless a shorter period is required, as determined by the board or its agent.
 3. The failure to produce any pharmacy records requested by the board or its agent within seventy-two (72) hours of such request shall substantiate a violation of R.S. 37:1241(A)(22).
- B. Accountability. The holder of the pharmacy permit and the pharmacist-in-charge shall account for all prescription drug transactions, consisting of:
1. Acquisition records – invoice receipts of drugs acquired;

2. Disposition records – drugs dispensed pursuant to prescription orders, administered pursuant to medical orders, or distributed pursuant to purchase orders, and
 3. Inventory records – drugs in current possession.
- C. Retention. Except as provided in Section 1123, all records required by this Chapter and by Louisiana law shall be retained for a minimum of two years from the most recent transaction. The failure to retain such records for at least two years shall substantiate a violation of R.S. 37:1229.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 23:1312 (October 1997), amended LR 29:2090 (October 2003), effective January 1, 2004, amended LR 40:2252 (November 2014), effective January 1, 2015.

§1123. Records

- A. There shall be positive identification of the pharmacist, intern, technician, or technician candidate responsible for performing all activities related to the practice of pharmacy including, but not limited to:
 1. Prescription information entered into the pharmacy information system;
 2. Prospective drug utilization review;
 3. Prescription dispensing;
 4. Administration of immunizations.
- B. A pharmacy may use one of the following types of pharmacy information systems:
 1. A system that utilizes the original hard copy prescription to document the initial dispensing of a prescription, but utilizes a computerized system to dispense refills that does not document the positive identification of the pharmacist responsible for the practice of pharmacy. In order to document positive identification, this system shall require the manual signature or initials of a pharmacist on a hard copy record as specified in Paragraph E of this Section.
 2. An electronic recordkeeping system that complies with the provisions of 21 CFR 1311 and documents the positive identification of the pharmacist responsible for the practice of pharmacy. Such systems shall provide for routine backups at least once per day.
- C. All pharmacy information systems shall be capable of providing immediate retrieval (via display and hard copy printout or other mutually agreeable transfer media) of patient profile information for all prescriptions dispensed within the previous two years. This information shall include the following minimum data:
 1. The original prescription number;
 2. Date of issuance of the original prescription order by the prescriber;
 3. Date of dispensing by the pharmacist;
 4. Full name and address of the patient;
 5. Full name and address of the prescriber;
 6. Directions for use;
 7. The name, strength, dosage form, and quantity of the drug prescribed;
 8. The quantity dispensed if different from the quantity prescribed;
 9. The pharmacist responsible for prescription information entered into the computer system, the pharmacist responsible for prospective drug utilization review as defined in §515 of these rules, and the pharmacist responsible for dispensing;
 10. The total number of refills authorized by the prescriber; and
 11. The refill history of the prescription as defined in Paragraph D of this Section.
- D. The refill history of the prescription record maintained in the pharmacy information system shall include, but is not limited to:
 1. The prescription number;
 2. The name and strength of the drug dispensed;
 3. The date of the refill or partial fill;
 4. The quantity dispensed;
 5. The pharmacist responsible for prospective drug utilization review as defined in §515 of these rules, and the pharmacist responsible for dispensing each refill;
 6. The total number of refills or partial fills dispensed to date for that prescription order
- E. The hard copy documentation required pursuant to Paragraph (B)(1) of this Section shall be provided by each individual pharmacist who makes use of such system by signing a statement attesting to the fact that the prescription information entered into the computer is correct as displayed.
- F. Backup Support System

1. The pharmacy information system shall be capable of being reconstructed in the event of an electronic or computer malfunction or unforeseen accident resulting in the destruction of the system or the information contained therein. To prevent the accidental loss of electronic records, an adequate backup system shall be maintained. Backup support systems shall be updated at least once daily.
 2. In the event the pharmacy information system experiences down time, a record of all refills dispensed during such time shall be recorded and then entered into the pharmacy information system as soon as it is available for use. During the time the pharmacy information system is not available, prescriptions may only be refilled if, in the professional judgment of the pharmacist, the number of refills authorized by the prescriber has not been exceeded.
- G. A pharmacy purging a pharmacy information system of prescription records shall develop a method of recordkeeping capable of providing retrieval (via display, hard copy printout, or other mutually agreeable transfer media) of prescription order information for all prescriptions filled or refilled within the previous two years. This information shall include, at a minimum, the following data:
1. Pharmacy name and address;
 2. Original prescription number;
 3. Date of issuance of the original prescription order by the prescriber;
 4. Date of original dispensing by the pharmacist;
 5. Full name and address of the patient;
 6. Full name and address of the prescriber;
 7. Directions for use;
 8. Name, strength, dosage form, and quantity of the drug prescribed;
 9. Quantity dispensed if different from the quantity prescribed;
 10. Total number of refills authorized by the prescriber;
 11. Total number of refills dispensed to date for that prescription order;
 12. Date of each refill;
 13. Name or initials of each individual dispensing pharmacist.
- H. A log shall be maintained of all changes made to a prescription record after the prescription has been dispensed. Such log may be accessible to the pharmacist for review, but shall be protected from being altered in any way. At a minimum, the log shall contain the following information:
1. Date and time of change;
 2. Change(s) made;
 3. Pharmacist making the change.
- I. Prescriptions entered into a pharmacy information system but not dispensed shall meet all of the following requirements:
1. The complete prescription information shall be entered in the computer system;
 2. The information shall appear in the patient's profile; and
 3. There is positive identification, in the pharmacy information system or on the hard copy prescription, of the pharmacist who is responsible for entering the prescription information into the system.
- J. With respect to oral prescriptions received in the pharmacy and then transcribed to written form in the pharmacy, or written prescriptions received by facsimile in the pharmacy, or written prescriptions presented to the pharmacy, a pharmacy may use an electronic imaging system to preserve such prescriptions, but only if:
1. The system is capable of capturing, storing, and reproducing the exact image of a prescription, including the reverse side of the prescription form;
 2. Any notes of clarification of and alterations to a prescription shall identify the author and shall be directly associated with the electronic image of the prescription form;
 3. The image of the prescription form and any associated notes of clarification to or alterations to a prescription are retained for a period of not less than two years from the date the prescription is last dispensed;
 4. Policies and procedures for the use of an electronic imaging system are developed, implemented, reviewed, and available for board inspection; and
 5. The prescription is not for a controlled dangerous substance listed in Schedule II
- K. Filing and Retention of Prescription Forms
1. Written prescription forms (including transcriptions of verbal prescriptions received in the pharmacy, prescriptions received by facsimile in the pharmacy, as well as written prescription forms presented to the pharmacy) shall be assembled and stored in prescription number sequence. Prescriptions for controlled dangerous substances listed in Schedule II shall be filed separately

from all other prescriptions. Where multiple medications are ordered on a single prescription form and includes one or more controlled dangerous substances listed in Schedule II, then such forms shall be filed with other Schedule II prescriptions. These original hard copy prescription forms shall be retained in the prescription department for a minimum of two years following the most recent transaction.

2. For those pharmacies utilizing an electronic imaging system as described in Paragraph J of this Section, written prescription forms may be assembled and stored in prescription number sequence, or in the alternative, a date scanned sequence. Further, these original hard copy prescriptions shall be retained in the prescription department for a minimum of one year following the most recent transaction.
3. Prescription forms received as an electronic image or electronic facsimile directly within the pharmacy information system shall be retained within the information system for a minimum of two years following the most recent transaction. Further, the pharmacy may produce a hard copy of the prescription form but shall not be required to do so merely for recordkeeping purposes.
4. Electronic prescriptions – those generated electronically by the prescriber, transmitted electronically to the pharmacy, and then received electronically directly into the pharmacy information system – shall be retained within the information system for a minimum of two years following the most recent transaction. The pharmacy may produce a hard copy of the prescription, but shall not be required to do so merely for recordkeeping purposes.

L. Patient Profiles

All pharmacies shall maintain a patient profile system which shall provide for immediate retrieval of information regarding those patients who have received prescriptions from that pharmacy.

1. The dispensing pharmacist shall be responsible for ensuring that a reasonable effort has been made to obtain, document, and maintain at least the following records:
 - a. The patient's data record, which should consist of, but is not limited to, the following information:
 - i. Full name of the patient for whom the drug is intended;
 - ii. Residential address and telephone number of the patient;
 - iii. Patient's date of birth;
 - iv. Patient's gender;
 - v. A list of current patient specific data consisting of at least the following:
 - (a) Known drug related allergies,
 - (b) Previous drug reactions,
 - (c) History of or active chronic conditions or disease states,
 - (d) Other drugs and nutritional supplements, including nonprescription drugs used on a routine basis, or devices.
 - vi. The pharmacist's comments relevant to the individual patient's drug therapy, including any other necessary information unique to the specific patient or drug.
 - b. The patient's drug therapy record, which shall contain at least the following information for all the prescriptions that were filled at the pharmacy:
 - i. Name and strength of the drug or device;
 - ii. Prescription number;
 - iii. Quantity dispensed;
 - iv. Date dispensed;
 - v. Name of the prescriber;
 - vi. Directions for use.
 - c. Any information that is given to the pharmacist by the patient or caregiver to complete the patient data record shall be presumed to be accurate, unless there is reasonable cause to believe the information is inaccurate.

M. Exceptions

The provisions of this Section shall not apply to the following:

1. Pharmacies permitted as hospital pharmacies by the board shall comply with the provisions of Chapter 15 of these rules.
2. Other pharmacies providing medications and services to patients within facilities other than hospitals licensed by the department shall comply with the provisions of Section 1124 of these rules for those activities.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 23:1312 (October 1997), amended LR 29:2090 (October 2003), effective January 1, 2004, amended LR 36:755 (April 2010), amended LR 40:2253 (November 2014), effective January 1, 2015.

§1124. Records of Pharmacy Services for Patients in Licensed Healthcare Facilities Other than Hospitals

A. Definitions

Dispensing of a drug pursuant to an inpatient prescription – the professional review by a pharmacist required to place a specific drug in final association with the name of a particular inpatient pursuant to the lawful order of a prescriber. In the case of an automated medication system meeting the requirements of Chapter 12 of these rules, the final association with the name of a particular inpatient will be deemed to have occurred when the pharmacist has given the final approval to the patient specific order in the system.

Electronic drug record keeping system – a system of storing drug records electronically and capturing the positive identification of the person responsible for a specific drug transaction including, but not limited to, the prescribing, administering, or dispensing of a drug.

Inpatient – a person receiving health care services within a healthcare facility other than a hospital licensed by the department.

Inpatient Prescription – a written, electronic or oral order for a drug for use in treating a patient within a healthcare facility other than a hospital licensed by the department.

Password – a private identification that is created by a user to obtain access to an electronic drug record keeping system.

Personal identifier – a unique user name or number for identifying and tracking a specific user's access to an electronic drug record keeping system such as social security number, user identification number, or employee number

Positive identification –

- a. has the same meaning as defined in Section 1119 of these rules, except that a specific facility having a closed electronic drug record keeping system may be permitted to use identifiers utilizing both a password combined with a personal identifier to document the positive identification of each user for the prescribing and administration of a drug, provided the pharmacist-in-charge has determined:
 - i. adequate audit controls are in place to detect and deter drug diversion;
 - ii. adequate access controls are in place to assure the identity of the user and to assign accountability of the user for any drug transaction;
 - iii. adequate safeguards are in place to prevent and detect the unauthorized use of an individual's password and personal identifier;
 - iv. an ongoing quality assurance program is in place to ensure that (a) through (c) of this term are being fulfilled and reviewed; and
 - v. appropriate policies and procedures are in place to address items (a) through (d) of this term.
- b. All of the above notwithstanding, however, positive identification as defined in Section 1119 of these rules shall always be used to document the:
 - i. Dispensing, compounding, or prepackaging of a drug;
 - ii. Removal and possession of a controlled substance to administer to a patient; and
 - iii. Waste of a controlled substance.

B. Drug Distribution and Control

The pharmacist-in-charge shall be responsible for the safe and efficient procurement, receipt, distribution, control, accountability, and patient administration and management of drugs.

1. Procedure Manual. The pharmacist-in-charge shall maintain defined procedures for the safe and efficient distribution of medications and pharmacy care. A current copy of the manual shall be available for board inspection upon request.
2. Inventories. The pharmacist-in-charge shall be responsible for the performance of an annual inventory of all controlled dangerous substances within his span of control, in compliance with the provisions of Section 2733 of these rules.
3. Records. The pharmacist-in-charge shall be responsible for maintaining the following records:
 - a. A record of all drugs procured, the quantity received, and the name, address and wholesale distributor license number of the person from whom the drugs were procured.
 - b. All drug orders and records relating to the practice of pharmacy.
 - i. Records of drugs dispensed shall include, but are not limited to:

- (a) The name, strength, and quantity of drugs dispensed;
- (b) The date of dispensing;
- (c) The name of the inpatient to whom, or for whose use, the drug was dispensed; and
- (d) Positive identification of all pharmacists involved in the dispensing.
- ii. All other records relating to the practice of pharmacy other than dispensing shall include, but are not limited to:
 - (a) The name of the inpatient to whom, or for whose benefit, the activity was performed;
 - (b) The nature of the pharmacy practice activity performed;
 - (c) The results of the activity, if applicable; and
 - (d) Positive identification of all pharmacists involved in the activity; identifying the function performed by each pharmacist.
- iii. Records of drugs dispensed to patients for use outside the facility shall be maintained in compliance with Section 1123 of these rules.
- c. A record of all drugs compounded or prepackaged for use only within that facility, which shall include at least the following:
 - i. Name of drug, strength, quantity, and dosage form;
 - ii. Manufacturer's or distributor's control number (except for patient-specific sterile compounded preparations);
 - iii. Manufacturer's or distributor's name, if a generic drug is used;
 - iv. Pharmacy control number;
 - v. Manufacturer's or distributor's expiration date (except for patient-specific sterile compounded preparations);
 - vi. Pharmacy's expiration date or beyond-use date;
 - vii. Identification of the licensed person responsible for the compounding or prepackaging of the drug.
- d. A record of the distribution of drugs to patient care areas and other areas of the facility held for administration, which shall include at least the following:
 - i. The name, strength, dosage form, and amount of the drug distributed;
 - ii. The area receiving the drug;
 - iii. The date distributed;
 - iv. Identification of the individual receiving the drug if it is a controlled dangerous substance;
 - v. The area of the facility receiving the controlled dangerous substance shall make a record of all such drugs administered to patients. Such records shall include at least the following:
 - (a) Name of the patient;
 - (b) Name, dosage form, and strength when applicable of the drug;
 - (c) Date and time the drug was administered;
 - (d) Quantity administered;
 - (e) Positive identification of the personnel administering the drug.
- e. A log that shall be maintained of all changes made to a drug record in an electronic drug recordkeeping system after a drug transaction has been made. The log shall contain at least, but is not limited, to the following:
 - i. Date and time of change;
 - ii. Changes made;
 - iii. Person making the change.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 40:2255 (November 2014), effective January 1, 2015.

§1125. Security and Confidentiality

- A. The holder of the pharmacy permit shall provide adequate safeguards against improper, illegal, or unauthorized manipulation or alteration of any records in the pharmacy information system.
- B. A pharmacist shall provide adequate security to prevent indiscriminate or unauthorized access to confidential information. If confidential health information is not transmitted directly between a

pharmacist and a practitioner, but is transmitted through a data communications device, the confidential health information may not be accessed, maintained, or altered by the operator of the data communications device. Confidential information is privileged and may be released only subject to federal privacy laws and regulations, and subject to applicable Louisiana statutes.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 23:1312, (October 1997), amended LR 29:2091 (October 2003), effective January 1, 2004, amended LR 40:2256 (November 2014), effective January 1, 2015.

§1127. Register

Repealed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 23:1312 (October 1997), amended LR 29:2091 (October 2003), effective January 1, 2004, repealed LR 40:2256 (November 2014), effective January 1, 2015.

§1129. Confidentiality

Repealed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 29:2091 (October 2003), effective January 1, 2004, repealed LR 40:2256 (November 2014), effective January 1, 2015.

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Chapter 12. Automated Medication Systems

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§1213. Records

A. Records and/or electronic data kept by the system shall meet the following requirements:

1. ...
2. In the event controlled substances are stored in the system, the records shall include the positive identification (as defined in Section 1119 of the Board's rules) of the personnel retrieving and administering the controlled substance to the patient.
3. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.A.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 26:1271 (June 2000), effective July 1, 2000, amended LR 40:2256 (November 2014), effective January 1, 2015.

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Chapter 15. Hospital Pharmacy

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§1503. Definitions

Dispensing of a drug pursuant to a hospital prescription – the professional review by a pharmacist required to place a specific drug in final association with the name of a particular hospital patient pursuant to the lawful order of a prescriber. In the case of an automated medication system meeting the requirements of Chapter 12 of these rules, the final association with the name of a particular hospital patient will be deemed to have occurred when the pharmacist has given the final approval to the patient specific order in the system.

Electronic drug record keeping system – a system of storing drug records electronically and capturing the positive identification of the person responsible for a specific drug transaction including, but not limited to, the prescribing, administering, or dispensing of a drug.

Hospital Patient – a person receiving health care services within a hospital facility.

Hospital Pharmacy – ...

Hospital Prescription – a written, electronic or oral order for a drug for use in treating a hospital patient.

Password – a private identification that is created by a user to obtain access to an electronic drug record keeping system.

Personal identifier – a unique user name or number for identifying and tracking a specific user's access to an electronic drug record keeping system such as social security number, user identification number, or employee number

Positive identification –

1. has the same meaning as defined in Section 1119 of these rules, except that a specific hospital having a closed electronic drug record keeping system may be permitted to use identifiers utilizing both a password combined with a personal identifier to document the positive identification of each user for the prescribing and administration of a drug, provided the pharmacist-in-charge has determined:
 - a. adequate audit controls are in place to detect and deter drug diversion;
 - b. adequate access controls are in place to assure the identity of the user and to assign accountability of the user for any drug transaction;
 - c. adequate safeguards are in place to prevent and detect the unauthorized use of an individual's password and personal identifier;
 - d. an ongoing quality assurance program is in place to ensure that all three provisions cited above in this definition are being fulfilled and reviewed; and
 - e. appropriate policies and procedures are in place to address all four provisions cited above in this definition.
2. All of the above notwithstanding, however, positive identification as defined in Section 1119 of these rules shall always be used to document the:
 - a. Dispensing, compounding, or prepackaging of a drug;
 - b. Removal and possession of a controlled substance to administer to a patient; and
 - c. Waste of a controlled substance.

Unit Dose – ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 14:708 (October 1988), effective January 1, 1989, amended LR 29:2093 (October 2003), effective January 1, 2004, amended LR 33:1132 (June 2007), amended LR 40:2256 (November 2014), effective January 1, 2015.

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§1509. Drug Distribution and Control

- A. The hospital pharmacist-in-charge shall be responsible for the safe and efficient procurement, receipt, distribution, control, accountability, and patient administration and management of drugs. The staff of the hospital pharmacy shall cooperate with the pharmacist-in-charge in meeting drug control requirements in ordering, administering, and accounting for pharmaceuticals.

1. Procedure Manual

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2. Inventories

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3. Records

The pharmacist-in-charge shall be responsible for maintaining the following records:

- a. A record of all drugs procured, the quantity received, and the name, address and wholesale distributor license number of the person from whom the drugs were procured.
- b. All drug orders and records relating to the practice of pharmacy.
 - i. Records of drugs dispensed shall include, but are not limited to:
 - (a) The name, strength, and quantity of drugs dispensed;
 - (b) The date of dispensing;
 - (c) The name of the hospital patient to whom, or for whose use, the drug

- was dispensed; and
- (d) Positive identification of all pharmacists involved in the dispensing.
- ii. All other records relating to the practice of pharmacy other than dispensing shall include, but are not limited to:
 - (a) The name of the hospital patient to whom, or for whose benefit, the activity was performed;
 - (b) The nature of the pharmacy practice activity performed;
 - (c) The results of the activity, if applicable; and
 - (d) Positive identification of all pharmacists involved in the activity; identifying the function performed by each pharmacist.
- iii. Records of drugs dispensed to patients for use outside the hospital shall be maintained in compliance with Section 1123 of these rules.
- c. A record of all drugs compounded or prepackaged for use only within that hospital, which shall include at least the following:
 - i. Name of drug, strength, quantity, and dosage form;
 - ii. Manufacturer's or distributor's control number (except for patient-specific sterile compounded preparations);
 - iii. Manufacturer's or distributor's name, if a generic drug is used;
 - iv. Pharmacy control number;
 - v. Manufacturer's or distributor's expiration date (except for patient-specific sterile compounded preparations);
 - vi. Pharmacy's expiration date or beyond-use date;
 - vii. Identification of the licensed person responsible for the compounding or prepackaging of the drug.
- d. A record of the distribution of drugs to patient care areas and other areas of the hospital held for administration, which shall include at least the following:
 - i. The name, strength, dosage form, and amount of the drug distributed;
 - ii. The area receiving the drug;
 - iii. The date distributed;
 - iv. Identification of the individual receiving the drug if it is a controlled dangerous substance;
 - v. The area of the hospital receiving the controlled dangerous substance shall make a record of all such drugs administered to patients. Such records shall include at least the following:
 - (a) Name of the patient;
 - (b) Name, dosage form, and strength when applicable of the drug;
 - (c) Date and time the drug was administered;
 - (d) Quantity administered;
 - (e) Positive identification of the personnel administering the drug.
- e. A log that shall be maintained of all changes made to a drug record in an electronic drug recordkeeping system after a drug transaction has been made. The log shall contain at least, but is not limited, to the following:
 - i. Date and time of change;
 - ii. Changes made;
 - iii. Person making the change.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.

HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 29:2093 (October 2003), effective January 1, 2004, amended LR 40:2257 (November 2014), effective January 1, 2015.

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