

Louisiana Administrative Code

Title 46 – Professional and Occupational Standards

Part LIII: Pharmacists

Chapter 11. Pharmacies

Subchapter B. Pharmacy Records

§1119. Availability and Inspection Definitions

~~A. Pharmacy records shall be available and readily retrievable upon request for board inspection and review.~~
~~B. 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.~~

A. As used in this Chapter, the following terms shall have the meaning ascribed to them in this Section:
“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.

- 1. 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:
 - a. A manual signature on a hard copy record;
 - b. A magnetic card reader;
 - c. A bar code reader;
 - d. A thumbprint reader or other biometric method;
 - e. A proximity badge reader; or
 - f. 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.
- 2. 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

§1121. General Record Keeping Requirements

A. Requirements. ~~A pharmacy shall maintain complete, accurate, and readily retrievable prescription drug records. All prescription drug records shall be available for board review upon request.~~

- 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. 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;

- 55 2. Disposition records – ~~prescription orders dispensed or drugs sold, drugs dispensed pursuant to~~
56 prescription orders, held for administration pursuant to medical orders, or distributed pursuant to
57 purchase orders, and
58 3. Inventory records – drugs in current possession.
59 C. Retention. Except as provided in Section §1123, all records required in by this Chapter and by Louisiana
60 law shall be retained for a minimum of two years from the most recent transaction. The failure to retain
61 such records for at least two years shall substantiate a violation of R.S. 37:1229.
62

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

64 HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 23:1312
65 (October 1997), amended LR 29:2090 (October 2003), effective January 1, 2004, amended LR
66

67 §1123. Records

- 68 A. ~~Acquisition Records. Prescription drug acquisition records shall be required, and shall consist of~~
69 ~~documented invoices from manufacturers, wholesalers, distributors, brokers, or other sources of supply.~~
70 B. ~~Inventory Records. Accurate and readily retrievable records regarding prescription drug acquisition~~
71 ~~invoices, distribution, and inventories shall be maintained and available for accountability and retained at~~
72 ~~the pharmacy premises. Inventories of controlled dangerous substances shall be required, where~~
73 ~~applicable, and maintained at the pharmacy.~~
74 C. ~~Prescription Records.~~
75 1. ~~Dispensing Prescription Files. Dispensed prescription orders shall be required and maintained for~~
76 ~~a minimum of two years from the last transaction/fill date by the pharmacy, constituting proof of~~
77 ~~dispensing by adequate prescription files properly documented with the proper medical~~
78 ~~practitioner's authority and the following information:~~
79 a. ~~patient's name, address, and telephone number;~~
80 b. ~~prescriber's name, address, telephone number, and if applicable, the Drug~~
81 ~~Enforcement Administration (DEA) registration number and signature;~~
82 c. ~~drug name, dosage form, strength, and quantity prescribed, as well as quantity~~
83 ~~dispensed when in variance with the original order;~~
84 d. ~~number of prescription refills authorized by the prescriber;~~
85 e. ~~prescription number;~~
86 f. ~~original dispensing date; and~~
87 g. ~~pharmacist's name or initials.~~
88 2. ~~Prescription Refill Records. The following information shall be readily retrievable from the~~
89 ~~electronic record keeping system:~~
90 a. ~~date of refill;~~
91 b. ~~quantity dispensed when in variance with original order; and~~
92 c. ~~pharmacist's name, initials, or identification code.~~
93 D. ~~Electronic Record Keeping System. An electronic record keeping system shall be utilized in a pharmacy~~
94 ~~and shall be a complete, accurate, readily retrievable prescription record keeping and storage system. An~~
95 ~~electronic record keeping system shall meet the following requirements:~~
96 1. ~~Retrieval. The system shall provide on line retrieval via screen or hard copy printout of original~~
97 ~~prescription order information for those prescription orders that are currently authorized for~~
98 ~~refilling.~~
99 2. ~~Summary. The system shall be capable of producing a daily hard copy summary of controlled~~
100 ~~dangerous substance transactions.~~
101 3. ~~Refills. The system shall be capable of recording and providing the dates of prescription refills~~
102 ~~and the identity of the pharmacist refilling those prescriptions.~~
103 4. ~~Patient Profile. The system shall be capable of producing a patient profile that shall contain the~~
104 ~~following minimum information: patient's name and address/location, name of drug, dosage~~
105 ~~form, strength, route and frequency of administration, and pharmacist's identification.~~
106 5. ~~Original Prescription Records. The prescription hard copy shall represent the original written~~
107 ~~order or original oral prescription reduced to written form manually or electronically produced by~~
108 ~~the pharmacist, and shall meet the record keeping requirements of this chapter.~~

- 109 ~~6.—Maintenance. The original written prescription, or the written form of an oral prescription, shall~~
 110 ~~be retained on file, in numerical order, for a minimum of two years from the date of dispensing or~~
 111 ~~the date of the last refill dispensed.~~
 112 ~~7.—Prescription Refill Information. Records of refills shall be entered into the electronic record~~
 113 ~~keeping system.~~
 114 ~~8.—Record. A report of all original or refilled prescriptions dispensed shall be maintained, and shall~~
 115 ~~include the following:~~
 116 ~~a.—prescription number;~~
 117 ~~b.—date of initial dispensing of the original prescription and the date(s) of refilling;~~
 118 ~~c.—total number of prescription refills dispensed to date or retrievable refill history on a~~
 119 ~~visual mode of display as an alternative to appearing on the hard copy printout;~~
 120 ~~d.—patient’s name;~~
 121 ~~e.—patient’s address, if required;~~
 122 ~~f.—the authorized prescriber’s name;~~
 123 ~~g.—authorized prescriber’s address, if required;~~
 124 ~~h.—the name, strength, dosage form, and quantity of the drug dispensed; and~~
 125 ~~i.—the last name and initial of the dispensing pharmacist.~~
 126 ~~9.—Backup Support System. The electronic record keeping system shall be capable of being~~
 127 ~~reconstructed in the event of an electronic or computer malfunction or unforeseen accident~~
 128 ~~resulting in the destruction of the system or the information contained therein. To prevent the~~
 129 ~~accidental loss of electronic records, an adequate backup system shall be maintained. Backup~~
 130 ~~support systems shall be updated at least once daily.~~
 131 E.—Digital Imaging of Prescriptions
 132 ~~1.—In lieu of filing the actual original hard copy prescription, a pharmacy may use an electronic~~
 133 ~~imaging recordkeeping system, if:~~
 134 ~~a.—the system is capable of capturing, storing, and reproducing the exact image of a~~
 135 ~~prescription, including the reverse side of the prescription~~
 136 ~~b.—any notes of clarification of and alterations to a prescription shall identify the author~~
 137 ~~and shall be directly associated with the electronic image of the prescription;~~
 138 ~~c.—the prescription image and any associated notes of clarification to or alterations to a~~
 139 ~~prescription are retained for a period not less than two years from the date the~~
 140 ~~prescription is last dispensed;~~
 141 ~~d.—policies and procedures for the use of an electronic imaging recordkeeping system are~~
 142 ~~developed, implemented, reviewed, and available for board inspection; and~~
 143 ~~e.—the prescription is not for a Schedule II controlled dangerous substance.~~
 144 ~~2.—In this capacity the pharmacy may retain the hard copy prescriptions in order of date scanned in~~
 145 ~~lieu of numerical order.~~
 146
 147 A. There shall be positive identification of the pharmacist or pharmacists responsible for performing all
 148 activities related to the practice of pharmacy including, but not limited to:
 149 1. Prescription information entered into the pharmacy information system;
 150 2. Prospective drug utilization review;
 151 3. Prescription dispensing;
 152 4. Administration of immunizations.
 153 B. A pharmacy may use one of the following types of pharmacy information systems:
 154 1. A system that utilizes the original hard copy prescription to document the initial dispensing of a
 155 prescription, but utilizes a computerized system to dispense refills that does not document the
 156 positive identification of the pharmacist responsible for the practice of pharmacy. In order to
 157 document positive identification, this system shall require the manual signature or initials of a
 158 pharmacist on a hard copy record as specified in Paragraph E of this Section.
 159 2. An electronic recordkeeping system that complies with the provisions of 21 CFR 1311 and
 160 documents the positive identification of the pharmacist responsible for the practice of pharmacy.
 161 Such systems shall provide for routine backups at least once per day.
 162 C. All pharmacy information systems shall be capable of providing immediate retrieval (via display and hard
 163 copy printout or other mutually agreeable transfer media) of patient profile information for all

- 164 prescriptions dispensed within the previous two years. This information shall include the following
 165 minimum data:
- 166 1. The original prescription number;
 - 167 2. Date of issuance of the original prescription order by the prescriber;
 - 168 3. Date of dispensing by the pharmacist;
 - 169 4. Full name and address of the patient;
 - 170 5. Full name and address of the prescriber;
 - 171 6. Directions for use;
 - 172 7. The name, strength, dosage form, and quantity of the drug prescribed;
 - 173 8. The quantity dispensed if different from the quantity prescribed;
 - 174 9. The pharmacist responsible for prescription information entered into the computer system, the
 175 pharmacist responsible for prospective drug utilization review as defined in §515 of these rules,
 176 and the pharmacist responsible for dispensing;
 - 177 10. The total number of refills authorized by the prescriber; and
 - 178 11. The refill history of the prescription as defined in Paragraph D of this Section.
- 179 D. The refill history of the prescription record maintained in the pharmacy information system shall include,
 180 but is not limited to:
- 181 1. The prescription number;
 - 182 2. The name and strength of the drug dispensed;
 - 183 3. The date of the refill or partial fill;
 - 184 4. The quantity dispensed;
 - 185 5. The pharmacist responsible for prospective drug utilization review as defined in §515 of these
 186 rules, and the pharmacist responsible for dispensing each refill;
 - 187 6. The total number of refills or partial fills dispensed to date for that prescription order
- 188 E. The hard copy documentation required pursuant to Paragraph (B)(1) of this Section shall be provided by
 189 each individual pharmacist who makes use of such system by signing a statement attesting to the fact that
 190 the prescription information entered into the computer is correct as displayed.
- 191 F. Backup Support System
- 192 1. The pharmacy information system shall be capable of being reconstructed in the event of an
 193 electronic or computer malfunction or unforeseen accident resulting in the destruction of the
 194 system or the information contained therein. To prevent the accidental loss of electronic records,
 195 an adequate backup system shall be maintained. Backup support systems shall be updated at least
 196 once daily.
 - 197 2. In the event the pharmacy information system experiences down time, a record of all refills
 198 dispensed during such time shall be recorded and then entered into the pharmacy information
 199 system as soon as it is available for use. During the time the pharmacy information system is not
 200 available, prescriptions may only be refilled if, the in the professional judgment of the
 201 pharmacist, the number of refills authorized by the prescriber has not been exceeded.
- 202 G. A pharmacy purging a pharmacy information system of prescription records shall develop a method of
 203 recordkeeping capable of providing retrieval (via display, hard copy printout, or other mutually agreeable
 204 transfer media) of prescription order information for all prescriptions filled or refilled within the previous
 205 two years. This information shall include, at a minimum, the following data:
- 206 1. Pharmacy name and address;
 - 207 2. Original prescription number;
 - 208 3. Date of issuance of the original prescription order by the prescriber;
 - 209 4. Date of original dispensing by the pharmacist;
 - 210 5. Full name and address of the patient;
 - 211 6. Full name and address of the prescriber;
 - 212 7. Directions for use;
 - 213 8. Name, strength, dosage form, and quantity of the drug prescribed;
 - 214 9. Quantity dispensed if different from the quantity prescribed;
 - 215 10. Total number of refills authorized by the prescriber;
 - 216 11. Total number of refills dispensed to date for that prescription order;
 - 217 12. Date of each refill;
 - 218 13. Name or initials of each individual dispensing pharmacist.

- 219 H. A log shall be maintained of all changes made to a prescription record after the prescription has been
 220 dispensed. Such log may be accessible to the pharmacist for review, but shall be protected from being
 221 altered in any way. At a minimum, the log shall contain the following information:
 222 1. Date and time of change;
 223 2. Change(s) made;
 224 3. Pharmacist making the change.
- 225 I. Prescriptions entered into a pharmacy information system but not dispensed shall meet all of the following
 226 requirements:
 227 1. The complete prescription information shall be entered in the computer system;
 228 2. The information shall appear in the patient's profile; and
 229 3. There is positive identification, in the pharmacy information system or on the hard copy
 230 prescription, of the pharmacist who is responsible for entering the prescription information into
 231 the system.
- 232 J. With respect to oral prescriptions received in the pharmacy and then transcribed to written form in the
 233 pharmacy, or written prescriptions received by facsimile in the pharmacy, or written prescriptions
 234 presented to the pharmacy, a pharmacy may use an electronic imaging system to preserve such
 235 prescriptions, but only if:
 236 1. The system is capable of capturing, storing, and reproducing the exact image of a prescription,
 237 including the reverse side of the prescription form;
 238 2. Any notes of clarification of and alterations to a prescription shall identify the author and shall be
 239 directly associated with the electronic image of the prescription form;
 240 3. The image of the prescription form and any associated notes of clarification to or alterations to a
 241 prescription are retained for a period of not less than two years from the date the prescription is
 242 last dispensed;
 243 4. Policies and procedures for the use of an electronic imaging system are developed, implemented,
 244 reviewed, and available for board inspection; and
 245 5. The prescription is not for a controlled dangerous substance listed in Schedule II
- 246 K. Filing and Retention of Prescription Forms
 247 1. Written prescription forms (including transcriptions of verbal prescriptions received in the
 248 pharmacy, prescriptions received by facsimile in the pharmacy, as well as written prescription
 249 forms presented to the pharmacy) shall be assembled and stored in prescription number sequence.
 250 Prescriptions for controlled dangerous substances listed in Schedule II shall be filed separately
 251 from all other prescriptions. Where multiple medications are ordered on a single prescription
 252 form and includes one or more controlled dangerous substances listed in Schedule II, then such
 253 forms shall be filed with other Schedule II prescriptions. These original hard copy prescription
 254 forms shall be retained in the prescription department for a minimum of two years following the
 255 most recent transaction.
 256 2. For those pharmacies utilizing an electronic imaging system as described in Paragraph J of this
 257 Section, written prescription forms may be assembled and stored in prescription number
 258 sequence, or in the alternative, a date scanned sequence. Further, these original hard copy
 259 prescriptions shall be retained in the prescription department for a minimum of one year
 260 following the most recent transaction.
 261 3. Prescription forms received as an electronic image or electronic facsimile directly within the
 262 pharmacy information system shall be retained within the information system for a minimum of
 263 two years following the most recent transaction. Further, the pharmacy may produce a hard copy
 264 of the prescription form but shall not be required to do so merely for recordkeeping purposes.
 265 4. Electronic prescriptions – those generated electronically by the prescriber, transmitted
 266 electronically to the pharmacy, and then received electronically directly into the pharmacy
 267 information system – shall be retained within the information system for a minimum of two years
 268 following the most recent transaction. The pharmacy may produce a hard copy of the
 269 prescription, but shall not be required to do so merely for recordkeeping purposes.
- 270 L. Patient Profiles
 271 All pharmacies shall maintain a patient profile system which shall provide for immediate retrieval of
 272 information regarding those patients who have received prescriptions from that pharmacy.
 273 1. The dispensing pharmacist shall be responsible for ensuring that a reasonable effort has been
 274 made to obtain, document, and maintain at least the following records:

- 275 a. The patient’s data record, which should consist of, but is not limited to, the following
- 276 information:
- 277 i. Full name of the patient for whom the drug is intended;
- 278 ii. Residential address and telephone number of the patient;
- 279 iii. Patient’s date of birth;
- 280 iv. Patient’s gender;
- 281 v. A list of current patient specific data consisting of at least the following:
- 282 (a) Known drug related allergies,
- 283 (b) Previous drug reactions,
- 284 (c) History of or active chronic conditions or disease states,
- 285 (d) Other drugs and nutritional supplements, including nonprescription
- 286 drugs used on a routine basis, or devices.
- 287 vi. The pharmacist’s comments relevant to the individual patient’s drug
- 288 therapy, including any other necessary information unique to the specific
- 289 patient or drug.
- 290 b. The patient’s drug therapy record, which shall contain at least the following information
- 291 for all the prescriptions that were filled at the pharmacy:
- 292 i. Name and strength of the drug or device;
- 293 ii. Prescription number;
- 294 iii. Quantity dispensed;
- 295 iv. Date dispensed;
- 296 v. Name of the prescriber;
- 297 vi. Directions for use.
- 298 2. Any information that is given to the pharmacist by the patient or caregiver to complete the patient
- 299 data record shall be presumed to be accurate, unless there is reasonable cause to believe the
- 300 information is inaccurate.

301 M. Exceptions

302 The provisions of this Section shall not apply to pharmacies operating as hospital pharmacies as defined

303 and regulated by Chapter 15 of these rules.

304

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

306 HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 23:1312

307 (October 1997), amended LR 29:2090 (October 2003), effective January 1, 2004, amended LR 36:755 (April 2010),

308 amended LR

309

310 **§1125. Security and Confidentiality**

- 311 A. ~~The electronic record keeping system shall provide adequate safeguards against improper, illegal, or~~
- 312 ~~unauthorized manipulation or alteration.~~ The holder of the pharmacy permit shall provide adequate
- 313 safeguards against improper, illegal, or unauthorized manipulation or alteration of any records in the
- 314 pharmacy information system.
- 315 B. A pharmacist shall provide adequate security to prevent indiscriminate or unauthorized access to
- 316 confidential information. If confidential health information is not transmitted directly between a
- 317 pharmacist and a practitioner, but is transmitted through a data communications device, the confidential
- 318 health information may not be accessed, maintained, or altered by the operator of the data communications
- 319 device. Confidential information is privileged and may be released only subject to federal privacy laws
- 320 and regulations, and subject to applicable Louisiana statutes.

321

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

323 HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 23.1312,

324 (October 1997), amended LR 29:2091 (October 2003), effective January 1, 2004, amended LR

325

326 **§1127. Register**

- 327 A. ~~The pharmacy shall maintain a register in which each individual pharmacist dispensing a prescription shall~~
- 328 ~~sign a log each day, attesting to the fact that the information entered into the electronic record keeping~~
- 329 ~~system has been reviewed that day, and is correct as stated.~~

330 Repealed.

331
 332 AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.
 333 HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 23:1312
 334 (October 1997), amended LR 29:2091 (October 2003), effective January 1, 2004, repealed LR
 335

336 §1129. Confidentiality

337 A. ~~A pharmacist shall provide adequate security to prevent indiscriminate or unauthorized access to~~
 338 ~~confidential information. If confidential health information is not transmitted directly between a~~
 339 ~~pharmacist and a practitioner, but is transmitted through a data communications device, the confidential~~
 340 ~~health information may not be accessed, maintained, or altered by the operator of the data communications~~
 341 ~~device. Confidential information is privileged and may be released only subject to federal privacy laws~~
 342 ~~and regulations, and subject to applicable Louisiana statutes.~~

343 Repealed.

344
 345 AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.
 346 HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 29:2091
 347 (October 2003), effective January 1, 2004, repealed LR
 348

349 ...

351 Chapter 15. Hospital Pharmacy

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353 ...

354

355 §1503. Definitions

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

359 ...

360 Inpatient – any person who receives drugs for use while within the hospital.

361 Inpatient Prescription – a written, electronic, or oral order for a drug to be dispensed for use in
 362 treating an inpatient.

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

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

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

374 Positive identification – has the same meaning as defined in §1119 of these rules, except that a
 375 specific hospital having a closed electronic drug record keeping system may be permitted to use
 376 identifiers utilizing both a password combined with a personal identifier to document the positive
 377 identification of each user for the prescribing and administration of a drug, provided the pharmacist-
 378 in-charge has determined:

- 379 a. adequate audit controls are in place to detect and deter drug diversion;
- 380 b. adequate access controls are in place to assure the identity of the user and to assign
 381 accountability of the user for any drug transaction;
- 382 c. adequate safeguards are in place to prevent and detect the unauthorized use of an
 383 individual's password and personal identifier;
- 384 d. an ongoing quality assurance program is in place to ensure that (a) through (c) of this
 385 term are being fulfilled and reviewed; and

386 e. appropriate policies and procedures are in place to address items (a) through (d) of this
 387 term.

388 All of the above notwithstanding, however, positive identification as defined in §1119 of these rules
 389 shall always be used to document the:

- 390 1. Dispensing, compounding, or repackaging of a drug;
- 391 2. Removal and possession of a controlled substance to administer to a patient; and
- 392 3. Waste of a controlled substance.

393 ~~Remote Processing Services—the processing of a medical order or prescription by one pharmacy on~~
 394 ~~behalf of another pharmacy, including:~~

- 395 f. ~~receiving, interpreting, or clarifying a medical order;~~
- 396 g. ~~entering data and transferring medical order information;~~
- 397 h. ~~interpreting clinical data;~~
- 398 i. ~~performing therapeutic intervention relative to medication therapy; and~~
- 399 j. ~~providing drug information concerning a patient's drug therapy; provided, however,~~
 400 ~~that remote processing does not include the physical preparation or physical transfer~~
 401 ~~of drugs.~~

402 ~~Remote Processor—a permitted hospital pharmacy in Louisiana which provides remote processing~~
 403 ~~services for another permitted hospital pharmacy in Louisiana,~~

404 ...

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

407 HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 14:708
 408 (October 1988), effective January 1, 1989, amended LR 29:2093 (October 2003), effective January 1, 2004, amended
 409 LR 33:1132 (June 2007), amended LR

410 ...
 411 ...

413 §1509. Drug Distribution Control

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

- 418 1. Procedure Manual
- 419 ...
- 420 2. Inventories
- 421 ...
- 422 3. Records

423 ~~The pharmacist in charge shall maintain adequate records regarding the use and accountability of~~
 424 ~~controlled dangerous substances. Proof of use records for controlled dangerous substances shall~~
 425 ~~be maintained separately and in such a manner as to be readily retrievable. These records shall~~
 426 ~~specify the following minimum information:~~

- 427 a. ~~Drug name, strength, and quantity;~~
- 428 b. ~~Dose;~~
- 429 c. ~~Full name of patient;~~
- 430 d. ~~Date and time of administration; and~~
- 431 e. ~~Name of person administering the drug.~~

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

- 433 a. A record of all drugs procured, the quantity received, and the name, address and
 434 wholesale distributor license number of the person from whom the drugs were procured.
- 435 b. All drug orders and records relating to the practice of pharmacy.
 - 436 i. Records of drugs dispensed shall include, but are not limited to:
 - 437 aa. The name, strength, and quantity of drugs dispensed;
 - 438 bb. The date of dispensing;
 - 439 cc. The name of the inpatient to whom, or for whose use, the drug was
 440 dispensed; and
 - 441 dd. Positive identification of all pharmacists involved in the dispensing.

- 442 ii. All other records relating to the practice of pharmacy other than dispensing
443 shall include, but are not limited to:
444 aa. The name of the inpatient to whom, or for whose benefit, the activity
445 was performed;
446 bb. The nature of the pharmacy practice activity performed;
447 cc. The results of the activity, if applicable; and
448 dd. Positive identification of all pharmacists involved in the activity;
449 identifying the function performed by each pharmacist.
450 iii. Records of drugs dispensed to outpatients shall be maintained in
451 compliance with §1123 of these rules.
452 c. A record of all drugs compounded or repackaged for use only within that hospital, which
453 shall include at least the following:
454 i. Name of drug, strength, quantity, and dosage form;
455 ii. Manufacturer's or distributor's control number;
456 iii. Manufacturer's or distributor's name, if a generic drug is used;
457 iv. Pharmacy control number;
458 v. Manufacturer's or distributor's expiration date;
459 vi. Pharmacy's expiration date or beyond-use date;
460 vii. Positive identification of the pharmacist responsible for the compounding
461 or repackaging of the drug.
462 d. A record of the distribution of drugs to patient care areas and other areas of the hospital
463 held for administration, which shall include at least the following:
464 i. The name, strength, dosage form, and amount of the drug distributed;
465 ii. The area receiving the drug;
466 iii. The date distributed;
467 iv. Positive identification of the individual receiving the drug if it is a
468 controlled dangerous substance;
469 v. The area of the hospital receiving the controlled dangerous substance shall
470 make a record of all such drugs administered to patients. Such records
471 shall include at least the following:
472 aa. Name of the patient;
473 bb. Name, dosage form, and strength when applicable of the drug;
474 cc. Date and time the drug was administered;
475 dd. Quantity administered;
476 ee. Positive identification of the personnel administering the drug.
477 e. A log that shall be maintained of all changes made to a drug record in an electronic drug
478 recordkeeping system after a drug transaction has been made. The log shall contain at
479 least, but is not limited, to the following:
480 i. Date and time of change;
481 ii. Changes made;
482 iii. Person making the change.
483

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

485 HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 29:2093
486 (October 2003), effective January 1, 2004, amended LR