

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;
      - f. 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.
      - g. 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).

- 55 B. Accountability. The holder of the pharmacy permit and the pharmacist-in-charge shall account for all  
 56 prescription drug transactions, consisting of:  
 57 1. Acquisition records – invoice receipts of drugs acquired;  
 58 2. Disposition records – ~~prescription orders dispensed or drugs sold~~, drugs dispensed pursuant to  
 59 prescription orders, held for administration pursuant to medical orders, or distributed pursuant to  
 60 purchase orders, and  
 61 3. Inventory records – drugs in current possession.
- 62 C. Retention. Except as provided in Section §1123, all records required ~~in~~ by this Chapter and by Louisiana  
 63 law shall be retained for a minimum of two years from the most recent transaction. The failure to retain  
 64 such records for at least two years shall substantiate a violation of R.S. 37:1229.  
 65

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

67 HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 23:1312  
 68 (October 1997), amended LR 29:2090 (October 2003), effective January 1, 2004, amended LR  
 69

### 70 §1123. Records

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

- 109 5. ~~Original Prescription Records.~~ The prescription hard copy shall represent the original written  
 110 order or original oral prescription reduced to written form manually or electronically produced by  
 111 the pharmacist, and shall meet the record keeping requirements of this chapter.  
 112 6. ~~Maintenance.~~ The original written prescription, or the written form of an oral prescription, shall  
 113 be retained on file, in numerical order, for a minimum of two years from the date of dispensing or  
 114 the date of the last refill dispensed.  
 115 7. ~~Prescription Refill Information.~~ Records of refills shall be entered into the electronic record  
 116 keeping system.  
 117 8. ~~Record.~~ A report of all original or refilled prescriptions dispensed shall be maintained, and shall  
 118 include the following:  
 119 a. ~~prescription number;~~  
 120 b. ~~date of initial dispensing of the original prescription and the date(s) of refilling;~~  
 121 c. ~~total number of prescription refills dispensed to date or retrievable refill history on a~~  
 122 ~~visual mode of display as an alternative to appearing on the hard copy printout;~~  
 123 d. ~~patient's name;~~  
 124 e. ~~patient's address, if required;~~  
 125 f. ~~the authorized prescriber's name;~~  
 126 g. ~~authorized prescriber's address, if required;~~  
 127 h. ~~the name, strength, dosage form, and quantity of the drug dispensed; and~~  
 128 i. ~~the last name and initial of the dispensing pharmacist.~~  
 129 9. ~~Backup Support System.~~ The electronic record keeping system shall be capable of being  
 130 reconstructed in the event of an electronic or computer malfunction or unforeseen accident  
 131 resulting in the destruction of the system or the information contained therein. To prevent the  
 132 accidental loss of electronic records, an adequate backup system shall be maintained. Backup  
 133 support systems shall be updated at least once daily.

134 E. ~~Digital Imaging of Prescriptions~~

- 135 1. ~~In lieu of filing the actual original hard copy prescription, a pharmacy may use an electronic~~  
 136 ~~imaging recordkeeping system, if:~~  
 137 a. ~~the system is capable of capturing, storing, and reproducing the exact image of a~~  
 138 ~~prescription, including the reverse side of the prescription~~  
 139 b. ~~any notes of clarification of and alterations to a prescription shall identify the author~~  
 140 ~~and shall be directly associated with the electronic image of the prescription;~~  
 141 c. ~~the prescription image and any associated notes of clarification to or alterations to a~~  
 142 ~~prescription are retained for a period not less than two years from the date the~~  
 143 ~~prescription is last dispensed;~~  
 144 d. ~~policies and procedures for the use of an electronic imaging recordkeeping system are~~  
 145 ~~developed, implemented, reviewed, and available for board inspection; and~~  
 146 e. ~~the prescription is not for a Schedule II controlled dangerous substance.~~  
 147 2. ~~In this capacity the pharmacy may retain the hard copy prescriptions in order of date scanned in~~  
 148 ~~lieu of numerical order.~~

- 150 A. There shall be positive identification of the pharmacist or pharmacists responsible for performing all  
 151 activities related to the practice of pharmacy including, but not limited to:  
 152 1. Prescription information entered into the pharmacy information system;  
 153 2. Prospective drug utilization review;  
 154 3. Prescription dispensing;  
 155 4. Administration of immunizations.  
 156 B. A pharmacy may use one of the following types of pharmacy information systems:  
 157 1. A system that utilizes the original hard copy prescription to document the initial dispensing of a  
 158 prescription, but utilizes a computerized system to dispense refills that does not document the  
 159 positive identification of the pharmacist responsible for the practice of pharmacy. In order to  
 160 document positive identification, this system shall require the manual signature or initials of a  
 161 pharmacist on a hard copy record as specified in Paragraph E of this Section.  
 162 2. An electronic recordkeeping system that complies with the provisions of 21 CFR 1311 and  
 163 documents the positive identification of the pharmacist responsible for the practice of pharmacy.  
 164 Such systems shall provide for routine backups at least once per day.

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

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

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

304 M. Exceptions

305 The provisions of this Section shall not apply to pharmacies operating as hospital pharmacies as defined  
 306 and regulated by Chapter 15 of these rules.  
 307

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

309 HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 23:1312  
 310 (October 1997), amended LR 29:2090 (October 2003), effective January 1, 2004, amended LR 36:755 (April 2010),  
 311 amended LR  
 312

313 **§1125. Security and Confidentiality**

- 314 A. ~~The electronic record keeping system shall provide adequate safeguards against improper, illegal, or~~  
 315 ~~unauthorized manipulation or alteration.~~ The holder of the pharmacy permit shall provide adequate  
 316 safeguards against improper, illegal, or unauthorized manipulation or alteration of any records in the  
 317 pharmacy information system.  
 318 B. A pharmacist shall provide adequate security to prevent indiscriminate or unauthorized access to  
 319 confidential information. If confidential health information is not transmitted directly between a  
 320 pharmacist and a practitioner, but is transmitted through a data communications device, the confidential  
 321 health information may not be accessed, maintained, or altered by the operator of the data communications  
 322 device. Confidential information is privileged and may be released only subject to federal privacy laws  
 323 and regulations, and subject to applicable Louisiana statutes.  
 324

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

326 HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 23.1312,  
 327 (October 1997), amended LR 29:2091 (October 2003), effective January 1, 2004, amended LR  
 328

329 **§1127. Register**

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

333 Repealed.

334  
335 AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.

336 HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 23:1312  
337 (October 1997), amended LR 29:2091 (October 2003), effective January 1, 2004, repealed LR

338  
339 **§1129. Confidentiality**

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

346 Repealed.

347  
348 AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.

349 HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 29:2091  
350 (October 2003), effective January 1, 2004, repealed LR

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354 **Chapter 15. Hospital Pharmacy**

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358 **§1503. Definitions**

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

362 ...

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

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

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

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

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

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

- 382 a. adequate audit controls are in place to detect and deter drug diversion;
- 383 b. adequate access controls are in place to assure the identity of the user and to assign  
384 accountability of the user for any drug transaction;

- 385 c. adequate safeguards are in place to prevent and detect the unauthorized use of an  
 386 individual's password and personal identifier;  
 387 d. an ongoing quality assurance program is in place to ensure that (a) through (c) of this  
 388 term are being fulfilled and reviewed; and  
 389 e. appropriate policies and procedures are in place to address items (a) through (d) of this  
 390 term.

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

- 393 1. Dispensing, compounding, or repackaging of a drug;  
 394 2. Removal and possession of a controlled substance to administer to a patient; and  
 395 3. Waste of a controlled substance.

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

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

405 ~~Remote Processor—a permitted hospital pharmacy in Louisiana which provides remote processing~~  
 406 ~~services for another permitted hospital pharmacy in Louisiana;~~

407 ...

408  
 409 AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.

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

413  
 414 ...

## 415 §1509. Drug Distribution Control

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

- 420 1. Procedure Manual  
 421 ...  
 422 2. Inventories  
 423 ...  
 424 3. Records

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

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

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

- 435 a. A record of all drugs procured, the quantity received, and the name, address and  
 436 wholesale distributor license number of the person from whom the drugs were procured.  
 437 b. All drug orders and records relating to the practice of pharmacy.  
 438 i. Records of drugs dispensed shall include, but are not limited to:  
 439 aa. The name, strength, and quantity of drugs dispensed;  
 440

- 441 bb. The date of dispensing;  
 442 cc. The name of the inpatient to whom, or for whose use, the drug was  
 443 dispensed; and  
 444 dd. Positive identification of all pharmacists involved in the dispensing.  
 445 ii. All other records relating to the practice of pharmacy other than dispensing  
 446 shall include, but are not limited to:  
 447 aa. The name of the inpatient to whom, or for whose benefit, the activity  
 448 was performed;  
 449 bb. The nature of the pharmacy practice activity performed;  
 450 cc. The results of the activity, if applicable; and  
 451 dd. Positive identification of all pharmacists involved in the activity;  
 452 identifying the function performed by each pharmacist.  
 453 iii. Records of drugs dispensed to patients for use outside the hospital shall be  
 454 maintained in compliance with §1123 of these rules.  
 455 c. A record of all drugs compounded or repackaged for use only within that hospital, which  
 456 shall include at least the following:  
 457 i. Name of drug, strength, quantity, and dosage form;  
 458 ii. Manufacturer's or distributor's control number;  
 459 iii. Manufacturer's or distributor's name, if a generic drug is used;  
 460 iv. Pharmacy control number;  
 461 v. Manufacturer's or distributor's expiration date'  
 462 Pharmacy's expiration date or beyond-use date;  
 463 vii. Positive identification of the pharmacist responsible for the compounding  
 464 or repackaging of the drug.  
 465 d. A record of the distribution of drugs to patient care areas and other areas of the hospital  
 466 held for administration, which shall include at least the following:  
 467 i. The name, strength, dosage form, and amount of the drug distributed;  
 468 ii. The area receiving the drug;  
 469 iii. The date distributed;  
 470 iv. Positive identification of the individual receiving the drug if it is a  
 471 controlled dangerous substance;  
 472 v. The area of the hospital receiving the controlled dangerous substance shall  
 473 make a record of all such drugs administered to patients. Such records  
 474 shall include at least the following:  
 475 aa. Name of the patient;  
 476 bb. Name, dosage form, and strength when applicable of the drug;  
 477 cc. Date and time the drug was administered;  
 478 dd. Quantity administered;  
 479 ee. Positive identification of the personnel administering the drug.  
 480 e. A log that shall be maintained of all changes made to a drug record in an electronic drug  
 481 recordkeeping system after a drug transaction has been made. The log shall contain at  
 482 least, but is not limited, to the following:  
 483 i. Date and time of change;  
 484 ii. Changes made;  
 485 iii. Person making the change.  
 486

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

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