

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. 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.

- 56 3. The failure to produce any pharmacy records requested by the board or its agent within seventy-
 57 two (72) hours of such request shall substantiate a violation of R.S. 37:1241(A)(22).
 58 B. Accountability. The holder of the pharmacy permit and the pharmacist-in-charge shall account for all
 59 prescription drug transactions, consisting of:
 60 1. Acquisition records – invoice receipts of drugs acquired;
 61 2. Disposition records – ~~prescription orders dispensed or drugs sold~~, drugs dispensed pursuant to
 62 prescription orders, administered pursuant to medical orders, or distributed pursuant to purchase
 63 orders, and
 64 3. Inventory records – drugs in current possession.
 65 C. Retention. Except as provided in Section §1123, all records required in by this Chapter and by Louisiana
 66 law shall be retained for a minimum of two years from the most recent transaction. The failure to retain
 67 such records for at least two years shall substantiate a violation of R.S. 37:1229.
 68

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

70 HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 23:1312
 71 (October 1997), amended LR 29:2090 (October 2003), effective January 1, 2004, **amended LR**
 72

73 §1123. Records

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

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

137 E. ~~Digital Imaging of Prescriptions~~

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

152
 153 A. There shall be positive identification of the pharmacist ~~or pharmacists, intern, technician, or technician~~
 154 ~~candidate~~ responsible for performing all activities related to the practice of pharmacy including, but not
 155 limited to:

- 156 1. Prescription information entered into the pharmacy information system;
 157 2. Prospective drug utilization review;
 158 3. Prescription dispensing;
 159 4. Administration of immunizations.

160 B. A pharmacy may use one of the following types of pharmacy information systems:

- 161 1. A system that utilizes the original hard copy prescription to document the initial dispensing of a
 162 prescription, but utilizes a computerized system to dispense refills that does not document the
 163 positive identification of the pharmacist responsible for the practice of pharmacy. In order to
 164 document positive identification, this system shall require the manual signature or initials of a
 165 pharmacist on a hard copy record as specified in Paragraph E of this Section.

- 166 2. An electronic recordkeeping system that complies with the provisions of 21 CFR 1311 and
167 documents the positive identification of the pharmacist responsible for the practice of pharmacy.
168 Such systems shall provide for routine backups at least once per day.
- 169 C. All pharmacy information systems shall be capable of providing immediate retrieval (via display and hard
170 copy printout or other mutually agreeable transfer media) of patient profile information for all
171 prescriptions dispensed within the previous two years. This information shall include the following
172 minimum data:
- 173 1. The original prescription number;
 - 174 2. Date of issuance of the original prescription order by the prescriber;
 - 175 3. Date of dispensing by the pharmacist;
 - 176 4. Full name and address of the patient;
 - 177 5. Full name and address of the prescriber;
 - 178 6. Directions for use;
 - 179 7. The name, strength, dosage form, and quantity of the drug prescribed;
 - 180 8. The quantity dispensed if different from the quantity prescribed;
 - 181 9. The pharmacist responsible for prescription information entered into the computer system, the
182 pharmacist responsible for prospective drug utilization review as defined in §515 of these rules,
183 and the pharmacist responsible for dispensing;
 - 184 10. The total number of refills authorized by the prescriber; and
 - 185 11. The refill history of the prescription as defined in Paragraph D of this Section.
- 186 D. The refill history of the prescription record maintained in the pharmacy information system shall include,
187 but is not limited to:
- 188 1. The prescription number;
 - 189 2. The name and strength of the drug dispensed;
 - 190 3. The date of the refill or partial fill;
 - 191 4. The quantity dispensed;
 - 192 5. The pharmacist responsible for prospective drug utilization review as defined in §515 of these
193 rules, and the pharmacist responsible for dispensing each refill;
 - 194 6. The total number of refills or partial fills dispensed to date for that prescription order
- 195 E. The hard copy documentation required pursuant to Paragraph (B)(1) of this Section shall be provided by
196 each individual pharmacist who makes use of such system by signing a statement attesting to the fact that
197 the prescription information entered into the computer is correct as displayed.
- 198 F. Backup Support System
- 199 1. The pharmacy information system shall be capable of being reconstructed in the event of an
200 electronic or computer malfunction or unforeseen accident resulting in the destruction of the
201 system or the information contained therein. To prevent the accidental loss of electronic records,
202 an adequate backup system shall be maintained. Backup support systems shall be updated at least
203 once daily.
 - 204 2. In the event the pharmacy information system experiences down time, a record of all refills
205 dispensed during such time shall be recorded and then entered into the pharmacy information
206 system as soon as it is available for use. During the time the pharmacy information system is not
207 available, prescriptions may only be refilled if, in the professional judgment of the pharmacist,
208 the number of refills authorized by the prescriber has not been exceeded.
- 209 G. A pharmacy purging a pharmacy information system of prescription records shall develop a method of
210 recordkeeping capable of providing retrieval (via display, hard copy printout, or other mutually agreeable
211 transfer media) of prescription order information for all prescriptions filled or refilled within the previous
212 two years. This information shall include, at a minimum, the following data:
- 213 1. Pharmacy name and address;
 - 214 2. Original prescription number;
 - 215 3. Date of issuance of the original prescription order by the prescriber;
 - 216 4. Date of original dispensing by the pharmacist;
 - 217 5. Full name and address of the patient;
 - 218 6. Full name and address of the prescriber;
 - 219 7. Directions for use;
 - 220 8. Name, strength, dosage form, and quantity of the drug prescribed;
 - 221 9. Quantity dispensed if different from the quantity prescribed;

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

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

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

308 M. Exceptions

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

311
 312 AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.

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

316
 317 **§1125. Security and Confidentiality**

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

328
 329 AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.

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

334 **§1127. Register**

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

338 Repealed.

339
340 AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.

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

343
344 **§1129. Confidentiality**

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

351 Repealed.

352
353 AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.

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

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359 **Chapter 12. Automated Medication Systems**

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361 ...

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363 **§1213. Records**

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

- 365 1. ...
- 366 2. In the event controlled substances are stored in the system, the records shall include the positive
367 identification (as defined in Section 1119 of the Board’s rules) of the personnel retrieving and
368 administering the controlled substance to the patient.
- 369 3. ...

370
371 AUTHORITY NOTE: Promulgated in accordance with R.S. 37:1182.A.

372 HISTORICAL NOTE: Promulgated by the Department of Health and Hospitals, Board of Pharmacy, LR 26:1271 (June
373 2000), effective July 1, 2000, amended LR

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377 **Chapter 15. Hospital Pharmacy**

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381 **§1503. Definitions**

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

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

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

392 Hospital Pharmacy – ...

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

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

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

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

- 405 a. adequate audit controls are in place to detect and deter drug diversion;
- 406 b. adequate access controls are in place to assure the identity of the user and to assign
407 accountability of the user for any drug transaction;
- 408 c. adequate safeguards are in place to prevent and detect the unauthorized use of an
409 individual’s password and personal identifier;
- 410 d. an ongoing quality assurance program is in place to ensure that (a) through (c) of this
411 term are being fulfilled and reviewed; and
- 412 e. appropriate policies and procedures are in place to address items (a) through (d) of this
413 term.

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

- 416 1. Dispensing, compounding, or repackaging of a drug;
- 417 2. Removal and possession of a controlled substance to administer to a patient; and
- 418 3. Waste of a controlled substance.

419 Remote Processing Services – the processing of a medical order or prescription by one pharmacy on
420 behalf of another pharmacy, including:

- 421 f. receiving, interpreting, or clarifying a medical order;
- 422 g. entering data and transferring medical order information;
- 423 h. interpreting clinical data;
- 424 i. performing therapeutic intervention relative to medication therapy; and
- 425 j. providing drug information concerning a patient’s drug therapy; provided, however,
426 that remote processing does not include the physical preparation or physical transfer
427 of drugs.

428 Remote Processor – a permitted hospital pharmacy in Louisiana which provides remote processing
429 services for another permitted hospital pharmacy in Louisiana;

430 Unit Dose – ...

431

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

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

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437 ...

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439 **§1509. Drug Distribution Control**

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

- 444 1. Procedure Manual
 445 ...
 446 2. Inventories
 447 ...
 448 3. Records
 449 ~~The pharmacist in charge shall maintain adequate records regarding the use and accountability of~~
 450 ~~controlled dangerous substances. Proof of use records for controlled dangerous substances shall~~
 451 ~~be maintained separately and in such a manner as to be readily retrievable. These records shall~~
 452 ~~specify the following minimum information:~~
 453 ~~a. Drug name, strength, and quantity;~~
 454 ~~b. Dose;~~
 455 ~~c. Full name of patient;~~
 456 ~~d. Date and time of administration; and~~
 457 ~~e. Name of person administering the drug.~~
 458 The pharmacist-in-charge shall be responsible for maintaining the following records:
 459 a. A record of all drugs procured, the quantity received, and the name, address and
 460 wholesale distributor license number of the person from whom the drugs were procured.
 461 b. All drug orders and records relating to the practice of pharmacy.
 462 i. Records of drugs dispensed shall include, but are not limited to:
 463 aa. The name, strength, and quantity of drugs dispensed;
 464 bb. The date of dispensing;
 465 cc. The name of the **inpatient hospital patient** to whom, or for whose use,
 466 the drug was dispensed; and
 467 dd. Positive identification of all pharmacists involved in the dispensing.
 468 ii. All other records relating to the practice of pharmacy other than dispensing
 469 shall include, but are not limited to:
 470 aa. The name of the **inpatient hospital patient** to whom, or for whose
 471 benefit, the activity was performed;
 472 bb. The nature of the pharmacy practice activity performed;
 473 cc. The results of the activity, if applicable; and
 474 dd. Positive identification of all pharmacists involved in the activity;
 475 identifying the function performed by each pharmacist.
 476 iii. Records of drugs dispensed to patients for use outside the hospital shall be
 477 maintained in compliance with §1123 of these rules.
 478 c. A record of all drugs compounded or **pre**packaged for use only within that hospital,
 479 which shall include at least the following:
 480 i. Name of drug, strength, quantity, and dosage form;
 481 ii. Manufacturer's or distributor's control number;
 482 iii. Manufacturer's or distributor's name, if a generic drug is used;
 483 iv. Pharmacy control number;
 484 v. Manufacturer's or distributor's expiration date'
 485 vi. Pharmacy's expiration date or beyond-use date;
 486 vii. Positive identification of the pharmacist responsible for the compounding
 487 or **pre**packaging of the drug.
 488 d. A record of the distribution of drugs to patient care areas and other areas of the hospital
 489 held for administration, which shall include at least the following:
 490 i. The name, strength, dosage form, and amount of the drug distributed;
 491 ii. The area receiving the drug;
 492 iii. The date distributed;
 493 iv. Positive identification of the individual receiving the drug if it is a
 494 controlled dangerous substance;
 495 v. The area of the hospital receiving the controlled dangerous substance shall
 496 make a record of all such drugs administered to patients. Such records
 497 shall include at least the following:
 498 aa. Name of the patient;
 499 bb. Name, dosage form, and strength when applicable of the drug;

- 500 cc. Date and time the drug was administered;
- 501 dd. Quantity administered;
- 502 ee. Positive identification of the personnel administering the drug.
- 503 e. A log that shall be maintained of all changes made to a drug record in an electronic drug
- 504 recordkeeping system after a drug transaction has been made. The log shall contain at
- 505 least, but is not limited, to the following:
- 506 i. Date and time of change;
- 507 ii. Changes made;
- 508 iii. Person making the change.
- 509

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

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

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