

NEWFOUNDLAND AND LABRADOR PHARMACY BOARD

Standards of Pharmacy Practice



Facsimile Transmission of Prescriptions for Community Pharmacies

Approved by the Newfoundland and Labrador Pharmacy Board September 20, 1999
Amended April 14, 2002
Amended May 29, 2004

Background

In November 1997, the National Association of Pharmacy Regulatory Authorities' Council approved the "Report on the Transfer of Authority to Fill Prescriptions by Facsimile Transmission" which was developed by the Provincial Pharmacy Registrars in conjunction with what was then the Health Protection Branch (HPB). The Report's recommendations have been widely accepted as the standards that pharmacists must meet in order for prescriptions to be legally dispensed pursuant to receiving a prescription order by fax from a prescriber in this province as well as most others.

The Registrars of NAPRA's Inter-Provincial Pharmacy Regulatory Committee recently reviewed the 1997 document for relevance to current practices. Through this review process a number of amendments were identified. The revised model policy was approved by NAPRA Council in November 2001 and is incorporated into this document.

Facsimile Transmission of Prescriptions

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

Prescription drug orders may be transmitted by facsimile *by a prescriber* to a pharmacy, provided that the following requirements are met:

1. The prescription must be sent only to pharmacy of the patient's choice with no intervening person having access to the prescription drug order.
2. The prescription must be sent directly from the prescriber's office, directly from a health institution for a patient of that institution, or from another location, provided that the pharmacist is confident of the prescription's legitimacy.
3. The equipment for the receipt of the facsimile prescription must be located within a secure area to protect the confidentiality of the prescription information.
4. The prescription must include the:
 - a) Date of issue
 - b) Patient's name and address
 - c) Name of the drug or ingredient(s) and strength where applicable
 - d) Quantity of the drug which may be dispensed
 - e) Dosage instructions for use by the patient which shall include a specific frequency or interval or maximum daily dose
 - f) Refill authorization where applicable, which shall include the number of refills and interval between refills
 - g) Prescriber's Name, address, telephone number, fax number and signature or unique identifier (as approved by the Pharmacy Regulatory Authority)
 - h) Time and date of transmission
 - i) Name and fax number of the pharmacy intended to receive the transmission
 - j) Signed certification that:
 - i. the prescription represents the original of the prescription drug order,
 - ii. the addressee is the only intended recipient and there are no others, and
 - iii. the original prescription will be invalidated or retained so that it cannot be re-issued.
5.
 - a) The pharmacist is responsible for verifying the origin of the transmission and the authenticity of the prescription.
 - b) The pharmacist must specifically confirm the authenticity of a faxed prescription for a drug which by regulation must be written on a tamper resistant prescription blank, through contact between the pharmacist and a person at the site of transmission who can verify the transmission of that prescription.
 - c) The pharmacist may use his/her professional judgment to dispense a short-term supply of a medication to an individual, when the pharmacist is not able to obtain verification of the faxed prescription within a reasonable time frame and the individual for whom the prescription is written will suffer undue hardship.

6. The prescription drug order must be maintained on permanent quality paper by the pharmacy.
7. Facsimile transmission may be accepted from any licensed practitioner with prescribing authority under the Pharmacy Act.
8. Pharmacist-to-pharmacist communication of prescription transfers (for other than narcotics and controlled drugs) may be completed by facsimile transmission. The transferring pharmacist must include his or her name and the address of the pharmacy with the other required documentation as required by federal and provincial legislation. The name of the pharmacist requesting the transfer must also be known and recorded on the document to be faxed. The receiving pharmacist must ensure the authenticity of the transmission.
9. A prescription received by facsimile transmission in accordance with these Standards may be considered by the pharmacist to be equivalent to a written prescription.

Model form for initiating medication orders and renewals by facsimile

Prescriber name / Clinic name
Prescriber address
Prescriber telephone number/ facsimile number

<p>Confidential facsimile transmission to: Pharmacy name /fax number _____ Date _____ Time _____</p>

Patient Given Name and Surname: _____

Patient address: _____

R #1

Refill _____ times every _____ days

R #2

Refill _____ times every _____ days

Prescriber Certification

This prescription represents the original of the prescription drug order. The pharmacy addressee noted above is the only intended recipient and there are no others. The original prescription has been invalidated or retained so that it cannot be re-issued

Prescriber's Name (print name): _____

Prescriber's ID #: _____

Prescriber's Signature: _____ Date: _____

Verification: This certifies the above prescription has been transmitted only to the pharmacy indicated

Sender's name: _____

Sender's signature: _____