

POLICY STATEMENT(S):

1. Prescriptions must be retained for a period of three years after their most recent activity, including refill transactions.
2. Prescription files must be organized chronologically by date and sequentially by prescription number or transaction number.
3. All prescription hard copies are to be bundled, pegged or otherwise grouped into manageable groups of prescriptions, and are to be enclosed within a jacket or cover.
4. The exterior storage carton for the prescription files must be labelled with the date range and the prescription number range or transaction number range.
5. Prescriptions containing controlled drug substances must be filed separately from Schedule F drug prescriptions, either as completely separate files/books or as two sections within one jacket. If files/books contain two sections, a distinctive divider card should be employed.
6. If the prescription files are stored in cartons, the exterior of the carton must be labeled with the prescription number range or the transaction number range and the date range of the prescription copies contained therein. The books, files or cartons of hard copy prescriptions must be organized in chronological order and be stored in an accessible, clean and secure storage area. The storage area must be within the building in which the pharmacy premises are licensed.
7. Hard copy prescriptions must be readily available to all pharmacists on staff, regardless of the storage site, for a three-year period.
8. Hard copy prescription files shall be available at all reasonable times for audit or inspection by authorized inspectors of the Health Canada, the College of Pharmacists of British Columbia and other authorized individuals and agencies.

BACKGROUND:

The above policy statements are supplementary to PODSA Bylaw 7(1).