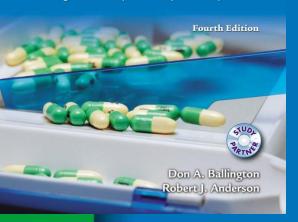


Mastering Community and Hospital Competencies



#### **Chapter 6**

## Dispensing Medications in the Community Pharmacy

### Operations of a Community Pharmacy

A community pharmacy is a business designed to serve the needs of its customers, where customer service and convenience is important.

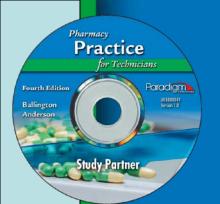


### Operations of a Community Pharmacy

The area of the pharmacy where the prescription medications are stored and prepared is

- Secured by code or key
- Off-limits to the public





#### **Terms to Remember**

#### prescription

an order written by a qualified, licensed practitioner for a medication to be filled by a pharmacist in order to treat a qualified medical condition



### Operations of a Community Pharmacy

#### The critical path of a new prescription

- Starts with receipt of prescription
- Ends with dispensing to patient
- Takes about 5 to 10 minutes
- Has many phases that are completed by the pharmacy technician



1. The pharmacy technician checks the prescription to make certain it is complete and authentic.



2. The pharmacy technician verifies that the patient information is contained in the pharmacy database. If not, then the technician obtains necessary demographic, insurance, allergy, and health information from the patient and enters the information into the computer.

3. The pharmacy technician enters (or scans) the prescription into the computer database, billing the insurance company or calculating the cost to the patient, and generates the medication container label.



4. When required, the pharmacy technician asks the pharmacist to check the drug utilization review (DUR) or drug interaction warning screen.



5. The pharmacy technician selects the appropriate medication and verifies the National Drug Code (NDC) number on the drug stock bottle against the computer-generated medication container label.



### 6. The pharmacy technician prepares the medication:

- The prescribed number of tablets or capsules are counted or the prescribed amount of liquid is measured.
- Controlled drugs are often doublecounted and initialed.



7. The pharmacy technician packages the medication in the appropriate container.



8. The pharmacy technician labels the prescription container with the computer-generated medication container label. (In some states the law requires the pharmacist to affix the label to the container.)



9. The pharmacy technician prepares the filled prescription (including original prescription, drug stock bottle, medication container label, and medication container) for the pharmacist to check.



10. The pharmacist verifies the accuracy of the technician's computerized entry against the original prescription (or a photocopied image). The pharmacist may then initial the label and prescription.



- 11. The pharmacist or pharmacy technician bags the approved prescription for patient sale and attaches an information sheet about the prescription, including
  - Indications
  - Interactions
  - Possible side effects

12. The pharmacy technician returns the drug stock bottle to the shelf. If the bottle is opened, then the bottle is generally marked with an "X."



- 13. The pharmacy technician delivers the packaged prescription to the cash register area for patient pickup (or storage) and pharmacist counseling:
  - Verify that the correct patient is receiving the prescription (ask for address or birth date).
  - Photo ID may be required.

14. If payment is due, then the patient pays by cash, credit card, or check. Most insurance providers require the patient to sign a form verifying that the prescription was picked up.



- A patient-specific record of
  - All prescriptions that have been dispensed in the past at the pharmacy
  - Relevant demographic information
- May be shared nationally among chain pharmacies



- Identifying information
- Insurance and billing information
- Medical and allergy history
- Medication and prescription history
- Prescription preferences
- HIPAA confidentiality statement



New pharmacy customers require new patient profiles:

 created at the time the prescription is submitted to the pharmacy

if phoned in, created prior to dispensing

the medication(s) to the patient

**Safety Note** 

If a patient profile already exists for a patient, then it is important for the pharmacy technician to verify that the correct profile is selected.



#### Obtaining information from the patient

- Customers may complete a hard-copy form.
- The pharmacy technician may need to interview the patient to obtain the necessary information.

(See Figure 6.2)



- It is extremely important for the pharmacy technician to ask the patient about
  - Allergies to medications
  - Past adverse drug reactions
- All allergies must be documented and entered into the patient profile.

# Documenting Drug Allergies and Adverse Drug Reactions

**Safety Note** 

Inquire about allergies every time a patient comes to the pharmacy with a prescription for an antibiotic.



### Documenting Drug Allergies and Adverse Drug Reactions

Some food allergies may cross-react with medications:

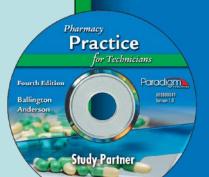
- Eggs
- Peanuts
- Gluten (wheat)
- Dyes
- Soy

# Documenting Drug Allergies and Adverse Drug Reactions

**Safety Note** 

Once a patient profile contains allergy-related information, the computer software will "warn" the pharmacist that a potential allergy or hypersensitivity reaction may occur if a prescription is filled for that drug.

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#### **Terms to Remember**

patient profile

a record kept by the pharmacy listing a patient's identifying information, insurance information, medical and prescription history, and prescription preferences



#### **Terms to Remember**

allergy

a hypersensitivity to a specific substance, manifested in a physiological disorder

#### Components of a Prescription

### Pharmacy technicians check prescriptions to confirm

- The prescription is complete
- Medication information is documented accurately

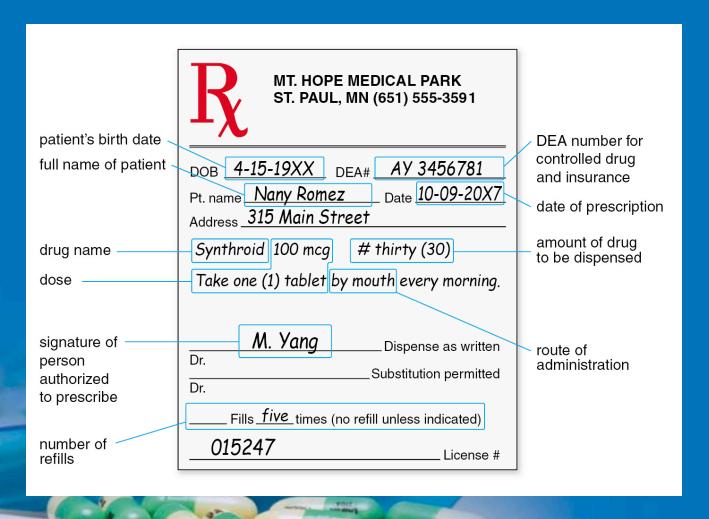


#### Components of a Prescription

- Prescriber information
- Date
- Patient information
- Rx
- Inscription

- Subscription
- Sig (directions)
- Additional instructions
- Signature

#### Components of a Prescription





#### **Terms to Remember**

e-prescribing

transmission of a prescription via electronic means

#### Reading the Prescription

- Subscription and sig (directions)
  may be written using abbreviations.
- Become familiar with common abbreviations.
- Misinterpretation of abbreviations can result in serious medication errors.

#### **Abbreviations: Amounts**

g gram

gr grain

gtt drop

mg milligram

mL milliliter

qs a sufficient quantity

(See Table 6.5)

### **Abbreviations: Dosage Forms**

capsule cap

sol solution

suppository supp

suspension susp

tab tablet

(See Table 6.5) Paradigm Publishing, Inc.

#### **Abbreviations: Times**

ac after meals

bid twice daily

pc after meals

prn as needed

tid

qid four times daily

three times daily

(See Table 6.5)

#### **Abbreviations: Sites**

by mouth po

per rectum pr

sl sublingual

topical top

vaginal vag



### **Abbreviations: Dangerous**

hs at bedtime

ad right ear

as left ear

au each ear

od right eye

os left eye

ou

each eye

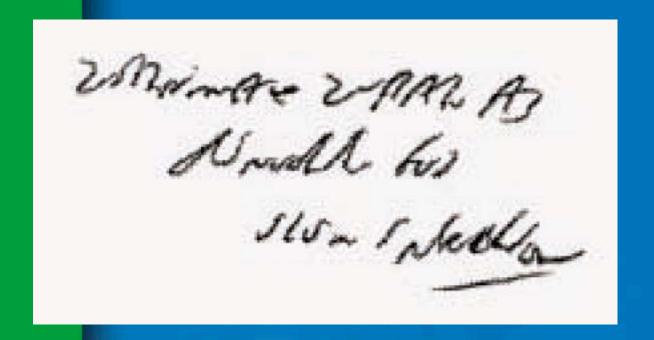
(See Table 6.5)

### Reading the Prescription

If any part of the prescription is unclear or undecipherable, then the technician must check with the pharmacist prior to beginning the prescription-filling process.



### Reading the Prescription



This prescription for azithromycin (Z-PAK) directs the patient to take "as directed for sinus infection."



# Components of a Prescription

**Safety Note** 

Amounts on prescriptions should be written out to prevent alterations.





#### **Terms to Remember**

DEA number inscription subscription refill dispense as written (DAW) brand name medically necessary signa (or "sig")

### Other Types of Prescriptions

- Prescription refill requests
- New telephone orders
- Transfer prescriptions
- Prescriptions not yet due
- Controlled-drug prescriptions



### **Prescription Refill Requests**

#### The pharmacy technician

- Verifies that refills exist for the requested medication
- Forwards the request for pharmacist review and approval



### New Telephone Orders



- The pharmacy technician refers the call to the pharmacist.
- The pharmacist verifies the accuracy of the prescription and submits it to writing.
- Now the pharmacy technician can enter the information into the patient profile, as with a new prescription.

### **Transfer Prescriptions**

- In most states, by law only a licensed pharmacist can transfer or copy a prescription from (or to) another pharmacy.
- The pharmacy technician can enter the transferred Rx into the computerized patient profile *after* it is transcribed to an order by the pharmacist.

### **Transfer Prescriptions**

The Corner Drug Store	Transferred Rx	Open/Copy from Competitor
Patient Name		Date
Address		
Phone Number		
Allergies/Health Conditions		Hold□ DWA□
Pharmacy Phone#	Pharmacy	
RPh		-
Rx#		_
Last Fill		-
Original Date		_
Original Qty		_
Original Refills		_
Remaining Refills		_
MD DEA		
Pharmacy DEA (if controlled substance)		

Information needed for a transfer prescription

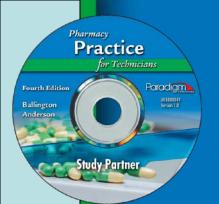
### **Prescriptions Not Yet Due**

- Held prescriptions are commonly stored in an alphabetized file box for easy retrieval at a later date.
- In most states, prescriptions for Schedule II drugs cannot be stored or held in the pharmacy.



### Documenting Insurance Information

- The pharmacy technician often submits an online claim to an insurance plan.
- It is not uncommon for insurance to cover only a 30 day supply of medication even if the prescriber approved a higher quantity.
- A prior authorization (PA) requires the pharmacy technician or pharmacist to call or fax the prescriber's office so that the prescriber can be explain the justification for the use of the drug with the patient's insurer.



#### **Terms to Remember**

#### prior authorization (PA)

approval for coverage of high-cost medication or a medication not on the insurer's approved formulary, obtained after a prescriber calls the insurer to justify the use of the drug

### Pharmacist Verification and DUR Evaluation

- Pharmacy software can compare a prescription with others the patient has received to determine whether a drug utilization review is necessary.
- A drug utilization review (DUR) requires a closer review of the patient profile and an override by the pharmacist indicating that the prescription is safe to dispense.



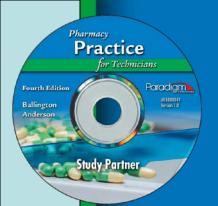
# Pharmacist Verification and DUR Evaluation

### A DUR may be needed if the prescribed drug may

- Interact with existing or past medications on the patient's profile
- Be contraindicated because of the patient's allergy or medical history
- Be a duplicate of a similar drug prescribed in the past
- Have been prescribed in doses too low or too high for the patient
- Not be indicated in certain patients or must be used with caution

## Pharmacist Verification and DUR Evaluation

- In most pharmacies, the action taken on severe DURs must be documented.
- The pharmacist will use his or her training and experience to review the patient profile and assess the significance of any potential interaction or adverse effect.



#### **Terms to Remember**

#### drug utilization review (DUR)

a procedure built into pharmacy software designed to help pharmacies check for potential medication errors

- dosage
- drug interactions
- allergies

- It is important to provide each patient with sufficient information to correctly take the prescribed medication.
- Written information is delivered through
  - Medication container labels
  - Patient information sheets



#### **Terms to Remember**

medication container label

a label containing the dosage directions from the physician, affixed to the container of the dispensed medication

the technician may use this hard copy to select the correct stock bottle and to fill the prescription

#### Remember the law:

- The pharmacy technician is not allowed to counsel patients.
- The pharmacy technician is legally bound to offer patients verbal counseling to be provided by the pharmacist.

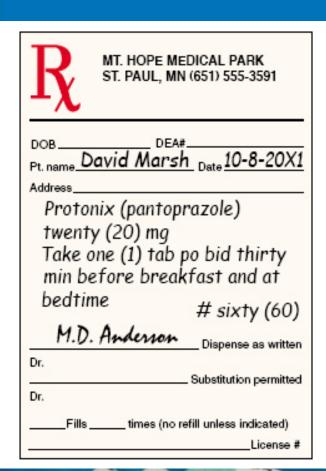


The information required on a medication container label depends on the laws and regulations of a given state.



#### TABLE 6.8 Medication Container Label Information

- date when prescription filled
- prescription serial number
- pharmacy name and address
- patient name
- prescriber name
- all directions for use given on the prescription
- all necessary auxiliary labels, containing patient precautions
- medication name, whether generic or brand
- medication strength
- drug manufacturer name
- drug quantity
- drug expiration date or date after which drug should not be used because of possible loss of potency or efficacy
- initials of the licensed pharmacist
- number of refills allowed, or the phrase "No Refills"



#### THE CORNER DRUG STORE

651-555-1234

NO. 650123

DATE: 10/9/20X1

DOCTOR: M.D. Anderson

NAME: David Marsh



Take one tablet by mouth twice a day 30 minutes before breakfast and at bedtime. Protonix 20 mg #60

Expires 10/9/2012

ONE REFILL



#### **Terms to Remember**

#### auxiliary label

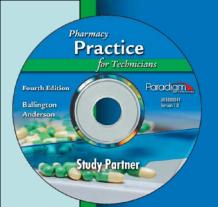
a supplementary label added to a medication container at the discretion of the pharmacist to provide additional directions



#### Application of auxiliary labels

- Requires a thorough knowledge and understanding of the drug
- Is usually restricted to the professional judgment of the pharmacist





### **Terms to Remember**

#### patient information sheet

a leaflet printed from the prescription software and provided to patients on each medication dispensed

the tech may use this hard copy to select the correct drug stock bottle and fill the prescription



**Safety Note** 

Patient information sheets provide package insert information in a format the patient can understand.



#### Patient medication guides

- For select, high-risk drugs
- Must be provided to patients
- A "black box" warning advising consumers of a potential adverse reaction or of the proper use of a medication with a special dosage formulation

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It is extremely important—and required by law—that the pharmacist check every prescription before it is dispensed to the patient to verify its correctness.

#### The pharmacist

- Reviews the original prescription order
- Compares it with the patient profile
- Confirms that the patient information sheet has been printed
- Verifies that the drug selected by the technician (from the stock bottle) is correct
- Checks the accuracy of the medication container label

- After this review, the pharmacist may initial the medication container label and/or the original prescription.
- In doing so, the pharmacist assumes legal responsibility for the correctness of the prescription.

- A duplicate of the computer-generated copy of the medication container label is usually affixed to the back of the original new prescription by the pharmacist or pharmacy technician.
- The original prescription is filed numerically.

# Delivering the Filled Prescription to the Patient

- After the final verification and filing of the original prescription, the medication is available for immediate or future distribution to the patient.
- If the prescription is a "partial fill" or "change of manufacturer," the pharmacy technician should be sure to relay this information to the patient.

- Most medications are stored in alphabetical or numeric storage bins.
- Some medications, such as all insulins, many injections, and suppositories, should be stored in the refrigerator once the final verification by the pharmacist is completed.
- Other medications, such as antibiotic suspensions, must be mixed just before dispensing.

Verify that the correct patient is receiving the dispensed medication, especially if someone else (i.e., a family member or a friend) picks up the prescription.



### Pharmacist counseling

- Every patient for new prescriptions
- Available for patient questions on refill medications

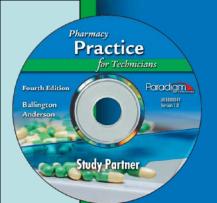


**Safety Note** 

### Pharmacist counseling

- The technician must offer the patient (or the patient's representative) the opportunity for counseling.
- Counseling is required by law.

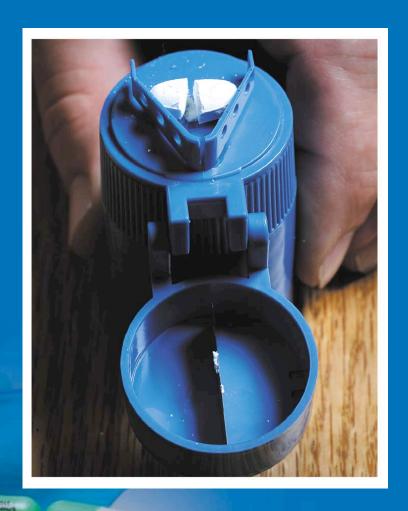




### **Terms to Remember**

### tablet splitter

a device used to manually split or score tablets





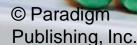
Controlled drug, Schedule II-V

Potential for intentional or unintentional abuse

Requires special review

Is it authentic or is it a forgery?

Has it be altered?



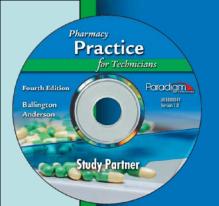


State laws or regulations may control the **time period** for initially filling a Schedule II prescription.

A **new prescription** is required each time it is dispensed.

There may also be **limits on the quantity** of a controlled drug that may be dispensed.

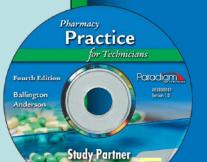




Emergency dispensing of controlled substances

With a valid medical reason In most states





Emergency dispensing of controlled substances

A controlled substance administration is to be **immediate** for proper treatment.

The pharmacist immediately converts an oral order into writing.

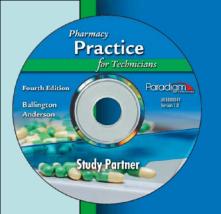
The pharmacist **documents** the need for the emergency dispensing of the Schedule II prescription.



Emergency dispensing of controlled substances

Good faith efforts are made by the pharmacy to verify prescriber authenticity.

Within 7 days (72 hours in some states), the prescriber must deliver a written version of the emergency oral order to the pharmacy, with "authorization for emergency dispensing" written on its face.



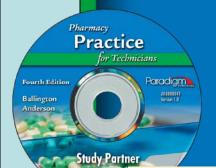
The **legitimacy** of the prescription for all scheduled drugs, especially Schedule II drugs, must be carefully assessed by both the pharmacy technician and the pharmacist.



Forgeries are often difficult to recognize.

Do not rush the review of the prescription because of a busy workload.

The pharmacist must resolve any discrepancies by talking directly to the prescribing physician.



#### TABLE 6.7 Indicators of a Potentially Forged Prescription

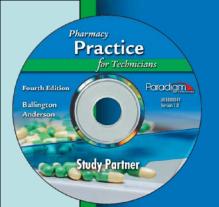
- The prescription is altered (for example, a change in quantity).
- There are misspellings on the prescription.
- A refill is indicated for a Schedule II drug.
- A prescription from the emergency department is written for more than a 7 day supply.
- A prescription is cut and pasted from a preprinted, signed prescription.
- A second or third prescription is added to a legal prescription written by a physician.
   More than one handwriting style is used.
- A patient presents a prescription containing several medications but only wants the pharmacy to fill the narcotic prescription.
- The prescription is signed with different handwriting or in different ink, or not signed by the physician.
- The DEA number is missing or is incorrect.
- The prescription is written by an out-of-state physician or a physician practicing in an area far from the pharmacy. This can be especially questionable if the prescription is received at night or on the weekend, when it will be difficult to confirm the prescription.
- Someone other than the patient drops off the prescription.



Pharmacy technicians should also take care when a person other than the patient or a family member attempts to call in a refill or to pick up medication.

When in doubt, the pharmacy technician should call the patient to verify the authenticity of the prescription or the validity of the refill request.





### **Terms to Remember**

#### drug seeker

a patient/customer who tries to obtain more than the normally prescribed amount of a controlled substance medication

gets prescriptions from multiple physicians for controlled substances

may be constantly requesting "early refills"





### **Terms to Remember**

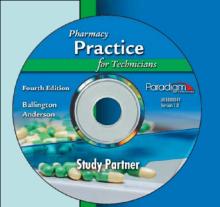
safety paper

a special tamper-proof paper required in many states for C-II prescriptions; used to minimize forgeries



### Authentication of Controlled-Substance Prescriptions

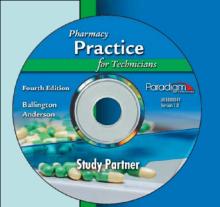
Because the role of the pharmacy profession is to safeguard public health, both the technician and the pharmacist have important roles in reviewing and monitoring all new and refill-controlled medications.



### The right to refuse a controlledsubstance prescription

If a legitimate concern exists that a prescription was not written in good faith, then the pharmacist's duty is to determine the reason for issuing the prescription from the prescriber.

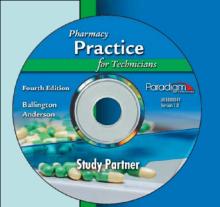




### Refilling controlled-substance prescriptions

In some states, for certain Schedule II drugs (e.g., ADHD medications) a **prescriber** is permitted to write two additional future dated prescriptions, to be held until needed.





### Refilling controlled-substance prescriptions

A prescription for a Schedule III or IV drug may be refilled **up to five times** if allowed by the physician, but these refills must occur **within a 6 month period**, after which time a new prescription is required.





Refilling controlled-substance prescriptions

Early refill requests by patients for Schedule III–IV drugs must be carefully monitored by the pharmacy technician.

If refills are indicated for a controlled drug, then prescriptions are refilled no sooner than 1 or 2 days before the customer's supply will run out.



Controlled drug, Schedule II-V

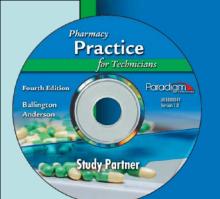
Potential for intentional or unintentional abuse

Requires special review

Is it authentic or is it a forgery?

Has it be altered?



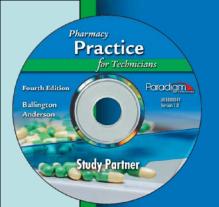


State laws or regulations may control the **time period** for initially filling a Schedule II prescription.

A **new prescription** is required each time it is dispensed.

There may also be **limits on the quantity** of a controlled drug that may be dispensed.





Why must the technician become familiar with the precise location of drug inventory?

In order to efficiently and accurately select medications from the pharmacy stock to fill the prescriptions received





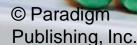
### Schedule II drugs

Can be dispersed through stock
Can be stored in locked cabinet
In most pharmacies, access limited to
pharmacist





The expiration date should always be checked by the pharmacy technician before filling, especially on infrequently used medications.



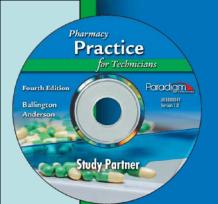


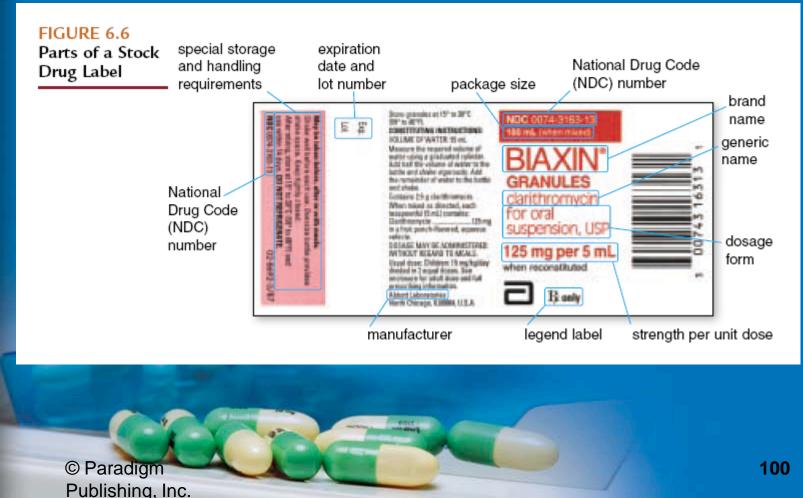
### The pharmacy technician fills a medication order based on

A printed medication container label

A patient-specific medication information sheet

After computer entry from the original prescription has been reviewed and approved by the pharmacist







#### NDC number

Use this number to identify the exact drug, dose, and package size for the preparation of the prescription.

Compare the NDC number of the stock bottle with the printout.





Avoid basing product identification on size, color, package shape, or label design.





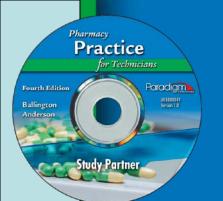
A common error is the selection of the Wrong drug stock bottle
Dose
Package size

Because two products

Look alike (similar labeling)

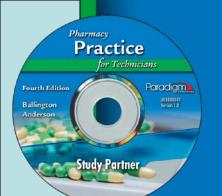
Have names that sound alike





Check each drug at least three times to confirm that the correct drug is dispensed:

- 1. When the product is initially being pulled from the inventory shelf
- 2. At the time of preparation
- 3. When the product is returned to the shelf



Tablets and capsules must be counted out and placed in the appropriately sized vial or medication container.

Some pharmacies may use barcode scanners and automated counting machines

Minimize the chance of human error in drug selection

Facilitate the counting of tablets and capsules









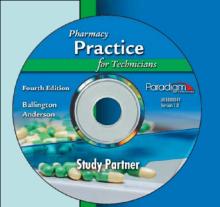


# Pharmacy Practice for Technicians Fourth Edition Ballington Anderson

## Medication Selection and Preparation



Top, from left:
a label printer,
an automatic
counting
machine, and
a bar-code
scanner
Bottom, at left:
a counting tray
and spatula



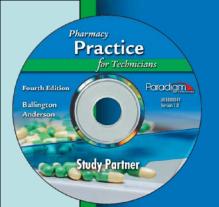
Equipment should be cleaned after counting

Sulfa

Penicillin

Aspirin products



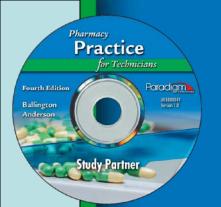


Liquid products are sometimes dispensed in their original packaging.

Pediatric cough and cold syrups

Suspensions





Counting out the medication may not be necessary.

A drug may be commercially available in a prepackaged, unit-of-use form.





### Terms to Remember

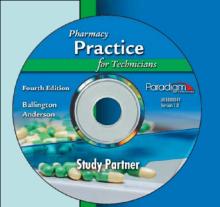
unit of use

a fixed number of dose units in a drug stock container, usually consisting of a month's supply or 30 tablets or capsules









Many drugs are prescribed as one dose daily, and many insurance companies reimburse for only a 1 month supply of medication:

Birth control pills

Topical ointments or creams

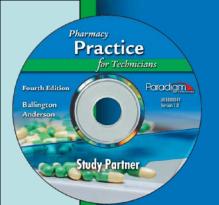
Eye and ear drops





Birth control pills come prepackaged for dispensing.







Retrieving a multiple-dose container of a premixed drug

Measuring out the prescribed quantity

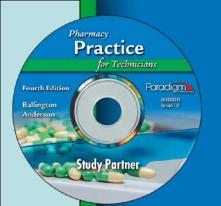
Placing the drug into a container with a label





The pharmacist must check all drugs prepared by the pharmacy technician.

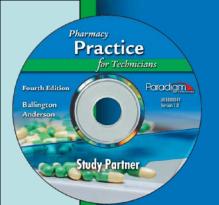




Most pharmacies maintain a limited drug inventory to remain profitable.

It is not uncommon to be either out of a prescribed medication or unable to completely fill a prescription order.





### **Terms to Remember**

#### out of stock (OOS)

a medication not in stock in the pharmacy

a drug that must be specially ordered from a drug wholesaler





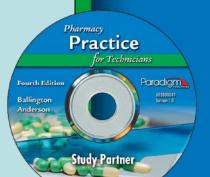
#### Options for OOS medications

Allowing the patient to take the prescription to another pharmacy

Borrowing the medication from another pharmacy

Ordering the medication from the wholesaler





### **Terms to Remember**

partial fill

a supply dispensed to hold the patient until a new supply is received from the wholesaler because insufficient inventory in the pharmacy prevents completely filling the prescription



Inventory may be insufficient to completely fill the prescription

A partial fill may

Provide a 2 day to 5 day supply of medication

Should be sufficient until the new drug inventory is received





Choosing medication containers

A wide variety of plastic vial sizes are available for tablets and capsules in various dram sizes (from 10 to 60 drams).

Selecting the proper vial size is a skill that becomes easy with experience.





All medications should be dispensed in childresistant containers that are designed to be difficult for children to open.

#### Poison Prevention Packaging Act of 1970

Most prescription drugs are to be packaged in child-resistant containers.

A non-child-resistant container may be used if the prescriber or the patient makes a request for such a container.