

Policy and Procedure

Supersedes:			Policy Number:	
Subject:	Medication Refills			
Department(s)	Practice		Current Effective Date:	5/2013
			Last Review Date:	5/2013
			Original Effective Date:	
			Next Review Due Date:	5/2014

PURPOSE:

To provide safe and appropriate prescribing standards for medication refill authorization or denial.

POLICY:

All medication refills or denials must have the approval of the physician or authorized practitioner.

PROCEDURE:

1. Medication refill requests can be received into the clinic in several ways:
 - Patient or pharmacist call
 - During clinic visit
 - Faxed request from the patient or pharmacist

2. Taking the information from one of the above sources can be accomplished within the clinic by a designated nurse

3. All medication refills requests must be authorized or denied by the physician or authorized practitioner after checking the medical record.
 The refill authorization or denial shall be documented in the medical record including:
 - Date
 - Medication given or denied
 - Authorized dose and amount
 - Patient instructions
 - Ordering practitioner
 - Date and time
 - Diagnosis

4. Denials of medication refills may be made for any of the following reasons:
 - Re-evaluation of the treatment plan due to complications or the type of medication
 - Medication no longer necessary
 - Patient non-compliant with treatment plan
 - Patient not seen in the clinic in the past year for routine medications/6 months for narcotics

5. Patients shall be informed at the time of treatment the need for periodic exam and/or lab requirements for medication refills.

6. The provider may authorize a nurse to communicate the refill authorization or denial to the pharmacy and document such disposition in the medical record.

RELATED POLICIES:

None

SOURCE DOCUMENTS AND REFERENCES:

None

