

## Chapter Phar 7

## PHARMACY PRACTICE

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**Phar 7.01 Minimum procedures for compounding and dispensing.** (1) Except as provided in sub. (4), a pharmacist or pharmacist-intern who compounds or dispenses according to a prescription order shall follow the procedures described in this rule and other applicable procedures. The pharmacist or pharmacist-intern as directed and supervised by a pharmacist shall:

(a) Receive oral or written prescription orders of a prescriber, review all original and renewal prescription orders, written or oral, and determine therapeutic compatibility and legality of the prescription order. The review shall include, when indicated or appropriate, consultation with the prescriber.

(b) Read and interpret a prescriber's directions for use for the purpose of accurately transferring the instructions to the prescription label.

(c) Select, compound, mix, combine, measure, count and otherwise prepare drugs needed to dispense a prescription except that an agent of the pharmacist may procure, measure or count prefabricated dosage forms if a pharmacist verifies accuracy of the agent's action.

(d) Make a final check on the accuracy and correctness of the prescription. For all original and renewed prescriptions, the prescription order record shall identify the pharmacist responsible for the prescription.

(e) Transfer the prescription to the patient or agent of the patient and give the patient or agent appropriate consultation relative to the prescription except that prescriptions may be delivered by an agent of the pharmacist to a patient's residence if the delivery is accompanied by appropriate directions and an indication that consultation is available by contacting the pharmacist.

(f) Obtain, when required by law and standard professional practice, permission to renew from authorized prescribers, and note on the prescription order, medication profile record or uniformly maintained and readily retrievable document the following information:

1. Date renewed.
2. Name of practitioner authorizing renewal, if different from the original prescriber.
3. Quantity of drug dispensed.
4. Identification of the pharmacist renewing the prescription.

(2) Sub. (1) (d) and (e) does not prohibit institutional pharmacists or community pharmacists serving institu-

tions from receiving prescription orders, dispensing and returning prescription medications consistent with accepted inpatient institutional drug distribution systems. Sub. (1) applies to any institutional pharmacy dispensing to outpatients, including prescriptions for discharged patients.

(3) A pharmacist may supervise no more than one pharmacy intern and one non-pharmacist engaged in compounding and dispensing activities as described in sub. (1), except a higher ratio may be authorized by the board upon request to and approval by the board of a specific plan describing the manner in which additional interns or non-pharmacists shall be supervised.

(4) A system for compounding and dispensing not in conformance with subs. (1) to (3) may be used if reviewed and approved by the board.

**History:** Cr. Register, January, 1983, No. 325, eff. 2-1-83; am. (1) (intro.), (d) and (f) (intro.), Register, August, 1991, No. 428, eff. 9-1-91.

**Phar 7.02 Prescription label; name of drug or drug product dispensed.** No prescription drug may be dispensed unless the prescription label discloses the brand name and strength, or the generic name, strength, and manufacturer or distributor of the drug or drug product dispensed unless the prescribing practitioner requests omission of the above information.

**History:** Cr. Register, January, 1983, No. 325, eff. 2-1-83; Register, August, 1991, No. 428, eff. 9-1-91.

**Phar 7.03 Prescription renewal limitations.** A prescription order for any drug other than controlled substances, which bears renewal authorization permitting the pharmacist to renew the prescription as needed (PRN) by the patient, shall not be renewed beyond one year from the date originally prescribed. No prescription order containing either specific or PRN renewal authorization is valid after the patient-physician relationship has ceased.

**History:** Cr. Register, January, 1983, No. 325, eff. 2-1-83; Register, August, 1991, No. 428, eff. 9-1-91.

**Phar 7.04 Return or exchange of drugs prohibited.** No drugs, medicines, or items of personal hygiene, after taken from a pharmacy where sold, distributed or dispensed, may be returned except a health care facility may return them to the pharmacy provided they are in their original containers and the pharmacist determines the contents are not adulterated or misbranded.

**History:** Cr. Register, January, 1983, No. 325, eff. 2-1-83; am. Register, August, 1991, No. 428, eff. 9-1-91.

## Phar 7.05

**Phar 7.05 Prescription records.** (1) A record of all prescriptions dispensed shall be maintained for a period of 5 years after the date of the last renewal.

(2) All systems used for maintaining a record of any prescription dispensing shall include:

- (a) Patient's identification.
- (b) Name, strength and dosage form of the drug product dispensed.
- (c) Quantity dispensed.
- (d) Date of all instances of dispensing.
- (e) Practitioner's identification.
- (f) Pharmacist's identification.
- (g) Retrieval designation.

(3) (a) Except as provided in sub. (5), the transfer of original prescription order information for the purpose of renewal dispensing is permissible between 2 pharmacies on a one-time basis pursuant to the following requirements:

1. The transfer is communicated directly between 2 pharmacists and the pharmacist making the transfer records the following information:

a. The word "VOID" is written on the face of the invalidated prescription order.

b. The name and address of the pharmacy to which it is transferred, the name of the pharmacist receiving the prescription order, the date and the name of the pharmacist transferring the information are recorded on the reverse side of the invalidated prescription order.

(b) The pharmacist receiving the transferred prescription order information shall record in writing the following:

1. The word "TRANSFER" on the face of the transferred prescription order.

2. The date of issuance of the original prescription order.

3. The original number of renewals authorized on the original prescription order.

4. The date the prescription was dispensed originally.

5. The number of valid renewals remaining and the date of the last renewal.

6. The pharmacy's name, address, the original prescription order number from which the prescription order information was transferred.

7. The name of the pharmacist making the transfer.

(c) The original and transferred prescription order shall be maintained for a period of 5 years from the date of the last renewal.

(4) A written copy of any prescription order for a prescribed drug provided by a pharmacist shall be identified in writing as "COPY — FOR INFORMATION ONLY". No prescribed drug may be dispensed based on an information copy.

(5) Pharmacies having access to a common central processing unit are not limited in the transfer of original prescription order information for the purpose of renewal dispensing if prior written approval is received from the board.

**Note:** This procedure requires a variance from the federal drug enforcement administration (DEA) for controlled substances. Requests shall be filed with the Administrator, Drug Enforcement Administration, Department of Justice, Washington, D.C. 20537.

(6) A computerized system may be used for maintaining a record, as required under this section, of prescription dispensing and transfers of original prescription order information for the purposes of renewal dispensing, if the system:

(a) Is capable of producing a printout of any prescription data which the user pharmacy is responsible for maintaining. The system shall be designed so that the pharmacy can receive the printout within 48 hours after requesting the printout.

(b) Is equipped with an auxiliary procedure which, during periods of down-time, shall be used for documentation of prescription dispensing. The auxiliary procedure shall ensure that prescription renewals are authorized by the original prescription order, that the maximum number of prescription renewals has not been exceeded and that all of the appropriate data are retained for on-line entry as soon as the computer system is again available for use.

**History:** Cr. Register, January, 1983, No. 325, eff. 2-1-83; cr. (5), Register, September, 1987, No. 381, eff. 10-1-87.

**Phar 7.06 Complete pharmaceutical service.** Complete pharmaceutical service, including compounded prescriptions, shall be available to the public normally served by the pharmacy.

**History:** Cr. Register, January, 1983, No. 325, eff. 2-1-83; am. (1), (3) (a) (intro.), 1-a. and b., (b) (intro.), r. and recr. (2), renum. (5) to be (6) and am. (intro.), cr. (5), Register, August, 1991, No. 428, eff. 9-1-91.

**Phar 7.07 Medication profile record system.** (1) Within 3 years of February 1, 1989, an individual medication profile record system shall be maintained in all pharmacies for persons for whom prescriptions, original or renewal, are dispensed for outpatient use. The system shall be capable of permitting the retrieval of information. The system need not be limited to individual medication profile records.

(2) The following minimum information shall be retrievable:

(a) Patient name, or other identifying information.

(b) Address of the patient.

(c) Birth date of the patient if obtainable.

(d) Name of the drug product dispensed.

(e) Strength of the drug product dispensed.

(f) Dosage form of the drug product dispensed.

(g) Quantity of the drug product dispensed.

(h) Directions for use.

(i) Retrieval designation assigned to the prescription order.

(j) Date of all instances of dispensing, for original and renewal prescriptions.

(k) Practitioner identification.

**Note:** This subsection incorporates renewal dispensing information required by federal law (21 CFR 1306.22) and state law (s. 450.11 (5), Stats.).

(3) The pharmacist shall be responsible for attempting to ascertain and record any patient allergies, adverse drug reactions, drug idiosyncrasies, and any chronic conditions which may affect drug therapy as communicated by the patient or agent of the patient. If none, this should be indicated.

(4) At the time a prescription order is reviewed by the pharmacist for dispensing, the pharmacist shall review

the medication profile record of the patient for the previously dispensed medication history and shall determine whether the prescription order presented should be dispensed.

(5) Medication profile records, if used as the only documentation of renewal dispensing, shall be maintained for a period of not less than 5 years following the date of the last entry. If the profile records are not used as the only documentation of renewal dispensing they shall be maintained for a period of not less than 1 year from the date of the last entry.

**History:** Cr. Register, January, 1989, No. 397, eff. 2-1-89; renum. to be Phar 7.07, Register, August, 1991, No. 428, eff. 9-1-91.