



***Ambulatory Clinic Policy and Procedure***

Title: <b>OUTPATIENT MEDICATION PRESCRIPTION</b>	Policy Number: <b>EP 4.8</b>
Regulation Reference: Texas State Board of Pharmacy, Texas Dangerous Drug Act § 483A; Texas Controlled Substance Act (TCSA), Health and Safety Code § 481A; United States Controlled Substances Act, Part 21, Code of Federal Regulations, Chapter II, Drug Enforcement Administration (DEA).	Effective Date: <b>08/2022</b>

**Policy Statement:**

It is the policy of the Texas Tech Physicians of El Paso (TTP-EP) that all staff with prescriptive authority issue outpatient prescriptions according to the rules promulgated by the Texas State Board of Pharmacy and other State and Federal regulations.

**Scope and Distribution:**

This policy applies to the outpatient prescription of medications in and will be distributed to all TTP-EP ambulatory clinics.

**Definitions:**

**Controlled substances** – substances identified as such by the federal Controlled Substances Act (CSA) and classified into five schedules based on their hazard level, propensity for abuse, and known medical uses.

**Procedure:**

1. Prescriptions may be issued by credentialed licensed independent practitioners with prescriptive authority in the State of Texas, Paul L. Foster School of Medicine medical trainees (residents and fellows), and mid-level providers with delegated prescriptive authority and within the limits of such agreement, all during clinical activities directly assigned by TTP-EP via the respective clinical department Chairperson.

The practitioner is responsible for ensuring that the prescription conforms to all requirements of the law and regulations, both federal and state to include:

- a. Patient allergies or potential sensitivities.
  - b. Existing or potential interactions between the medication ordered and food and medications the patient is currently taking.
  - c. The appropriateness of the medication, dose, frequency, and route of administration.
  - d. Current or potential impact as indicated by laboratory values.
  - e. Therapeutic duplication.
  - f. Other contraindications.
2. Prescriptions must be issued only using TTP-EP official prescription pads or the medication prescription module of a TTP-EP Electronic Medical Record.
  3. Outpatient prescriptions must contain all information required by Texas Pharmacy Rules, which include the following:
    - a. Name of patient.
    - b. Address of patient.
    - c. Date of issuance (date prescription written).
    - d. Name, form and quantity of drug prescribed.
    - e. Directions for use.
    - f. Signature of prescriber on the date issued.



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- g. Whether brand medically necessary or substitution by generic or other brand permitted.
  - h. Refill notation/authorization.
  - i. Prescriptions written for patients 12 years of age and under include the patient's age and weight.
4. **Prescriptions to a pharmacy by phone** can only be called by practitioners described in #1 and by a "designated agent" only when meeting the following conditions:
- a. Designated agent must be a licensed RN or LVN.
  - b. The agent must be listed as one of the practitioner's designated agent(s) and this designation must be in writing.
  - c. Each clinic shall maintain a list of each agent authorized to call in prescriptions by telephone signed by the Chair of the Department or Medical Director.
  - d. Upon request by the pharmacist or Texas Medical Board, the clinic shall furnish a copy of written authorization for a specific agent.
  - e. Designated agents must not call in prescriptions for anyone other than those specifically directed by a TTP-EP practitioner.
  - f. Verbal orders for prescriptions by telephone can be taken by designated agent(s) (as outlined in EP 3.15) from their designating practitioners.
  - g. The agent should record the order into the medical record, indicating the ordering practitioner.
  - h. The agent should read back and the provider should verify what has been written validating the accuracy of the order.
5. A **prescription for a controlled substance** may only be issued by a practitioner listed in #1 who:
- a. Is authorized to prescribe controlled substances by the jurisdiction in which the practitioner is licensed to practice, AND
  - b. Has a current registration with the DEA, or has been granted the use of a TTUHSC-EP institutional DEA registration by the office of Medical Staff or Graduate Medical Education while acting in the normal course of assigned duties and employment, and within any limits set upon such granting.
6. Prescribers are required to check the patient's **Prescription Monitoring Program (PMP)** history before dispensing or prescribing opioids, benzodiazepines, barbiturates, carisoprodol, or any additional medication that is added to the program by the State of Texas.
7. **Schedule II** controlled substance must be prescribed only on an official Texas State Board of Pharmacy prescription form or through an electronic prescription that meets all requirements of the TCSA.
8. A practitioner who obtains from the board an official prescription form is accountable for each numbered form and is responsible to meet all the requirements of federal and state law to account for and manage these forms. An unused official prescription form is invalid and the unused form(s) must be returned to the Texas Board of Pharmacy with an appropriate explanation.
9. Schedule II controlled substance prescriptions must be filled out, completed, and signed by the prescribing practitioner. Those completed on paper forms must be recorded and scanned into the electronic medical record.



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