



College of Veterinary Medicine Policies and Procedures

Subject: Prescriptions for External Fill and
the Transfer of Prescription
Copies to Outside Pharmacies

Section: Pharmacy
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PRESCRIPTIONS FOR EXTERNAL FILL AND THE TRANSFER OF PRESCRIPTION COPIES TO OUTSIDE PHARMACIES


The Animal Health Center operates a pharmacy that is fully licensed by the Mississippi Board of Pharmacy and provides in-patient and out-patient prescription services for patients of the Animal Health Center. If an owner prefers to obtain prescribed medicine for at-home administration from an outside pharmacy, the clinician will issue a prescription to the client upon request at the time of discharge. If a patient has refills remaining on a prescription that was originally filled by the AHC Pharmacy, the owner may also request transfer of the remaining refills to a new prescription (non-controlled substance only) for external fill using the procedure that follows. The pharmacist is authorized by the Animal Health Center to approve the new prescription following the procedures of this policy. Once processed, the prescription may be picked up at the AHC Admissions Desk or mailed to the owner upon request. The Animal Health Center does not telephone, electronically transfer or fax prescription **copies** to outside pharmacies nor does it accept faxed prescription requests initiated by an outside pharmacy.

Procedure:

1. A client who prefers having prescriptions for their pets filled externally may request a hard copy of prescribed medicine by alerting the clinician or student on the case. The prescription will be entered in UVIS using the designation "external fill." It will then be printed and signed by the clinician on the case. At the time of discharge, the printed prescription(s) will be given to that client for external fill at the pharmacy of his/her choice.
2. When a client telephones the Animal Health Center Admissions Desk requesting a hard copy of a prescription that was originally filled by the AHC Pharmacy, Admissions Desk personnel will check the patient's medical record in UVIS to determine the current prescription status.
 - a. If refills remain, Admissions will notify Pharmacy personnel who will enter a prescription request in UVIS reflecting the exact information from the original prescription with the appropriate number of refills remaining on the new prescription. The new prescription will be designated as "external fill." Example: If there are two refills remaining on the original prescription, the new prescription will indicate one refill remaining. The number and date of the original prescription will be entered in the "Comments" section of the new prescription and the original prescription will be canceled in UVIS. Authorization for issuance of the new prescription will be obtained from the clinician or the pharmacist

- according to this protocol. Pharmacy will print the new prescription, obtain the appropriate signature, and send it to the Admissions Desk for pickup by the owner or to the Animal Health Center Administration Office to prepare for mailing.
- b. If no refills remain or if laboratory tests are required before refills are possible, the owner will be informed by Admissions personnel that an appointment is needed to update the prescription information.
 - c. In accordance with the Mississippi Uniform Controlled Substances Law, prescriptions for drugs which are controlled substances shall not be transferred.
3. If an outside pharmacy telephones the Animal Health Center requesting the transfer of a prescription copy, the person receiving the call shall inform the requesting pharmacy that the Animal Health Center does not telephone, electronically transfer or fax prescription copies to outside pharmacies but will honor a client's direct request according to the procedures described in section 2: a, b, and c of this policy.

Approved:  1-15-13
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Approved:  3-24-2013
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