# Chapter 1 Receiving and Verifying Medication Orders Medication Order (Retail)

- + Usually includes pre-printed information.
- + Written information MUST BE IN INK
- + Information requirements on Prescription
  - Patient's full name
  - Date of issue
    - Prescriptions are valid for 1 year since date of issue
    - Schedule II drugs prescriptions are valid for 6 months or less
    - Schedule II drugs must be filled within 3 days of prescribing
  - Name and Title of prescriber
    - Acceptable Prescribers: MD, DO, OD, DDS, DVM, PA, Nurse Practitioner.
  - DEA number (for controlled substances)
  - Name of Drug prescribed
  - Strength (usually in mg or ml) and dosage form
  - Quantity of drug being dispensed
  - Instructions for Dosage (SIG) (Study Symbols, Abbreviations, and Shorthand on website)
  - (Optional) Instructions for labeling
  - Signature of prescriber in INK (NO STAMPS)
  - Authorization for generic substitute or Dispense as Written (DAW)
  - Refill information
  - (Rare) Preparation Instructions
  - SCHEDULE II Drug patient information requirements:
    - Address and Phone #
    - Age/DOB
    - Allergies and concurrent meds
    - Insurance coverage (self-pay/copay/etc..)
- + Verification of DEA number:
  - A/B/C/D/Etc assigned to MD,DO,DDS,OD
  - M assigned to midlevel practitioners (PA, Nurse Practitioner)
  - Tassigned to trainee
  - The second letter is the first letter of the prescriber's last name.
  - (sum of odd-numbered digits) + 2(sum of even-numbered digits) = (last number should match the 7th number of DEA number)
- + Refill Requests
  - Drugs other than schedule II drugs can be refilled over the phone
  - Schedule III-IV have specific refill spacings
  - Schedule II drugs don't allow refills.
- + Prescriptions for Schedule II drugs
  - Triplicate forms (DEA, Prescriber, Pharmacy) (STUDY FORMS ON WEBSITE)
  - Prescription may not have errors or write overs
- + DON'TS
  - No refill authorizations without prescription

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Ascencia Pharmacy Technician Exam Team

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