

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)
 - ▲ T assigned 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

Pharmacy Technician Study Guide

Stacey Curtis



Pharmacy Technician Study Guide:

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Table of Contents Pharmacy Technician Study Guide

1. Understanding the eBook Pharmacy Technician Study Guide
 - The Rise of Digital Reading Pharmacy Technician Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Pharmacy Technician Study Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Pharmacy Technician Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Pharmacy Technician Study Guide
 - Personalized Recommendations
 - Pharmacy Technician Study Guide User Reviews and Ratings
 - Pharmacy Technician Study Guide and Bestseller Lists
5. Accessing Pharmacy Technician Study Guide Free and Paid eBooks
 - Pharmacy Technician Study Guide Public Domain eBooks

- Pharmacy Technician Study Guide eBook Subscription Services
- Pharmacy Technician Study Guide Budget-Friendly Options
- 6. Navigating Pharmacy Technician Study Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Pharmacy Technician Study Guide Compatibility with Devices
 - Pharmacy Technician Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Pharmacy Technician Study Guide
 - Highlighting and Note-Taking Pharmacy Technician Study Guide
 - Interactive Elements Pharmacy Technician Study Guide
- 8. Staying Engaged with Pharmacy Technician Study Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Pharmacy Technician Study Guide
- 9. Balancing eBooks and Physical Books Pharmacy Technician Study Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Pharmacy Technician Study Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Pharmacy Technician Study Guide
 - Setting Reading Goals Pharmacy Technician Study Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Pharmacy Technician Study Guide
 - Fact-Checking eBook Content of Pharmacy Technician Study Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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