

## **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 7<sup>th</sup> 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 Tech Exam Study Guide

**G Orfield**



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## **Table of Contents Pharmacy Tech Exam Study Guide**

1. Understanding the eBook Pharmacy Tech Exam Study Guide
  - The Rise of Digital Reading Pharmacy Tech Exam Study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Pharmacy Tech Exam 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 Tech Exam Study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Pharmacy Tech Exam Study Guide
  - Personalized Recommendations
  - Pharmacy Tech Exam Study Guide User Reviews and Ratings
  - Pharmacy Tech Exam Study Guide and Bestseller Lists
5. Accessing Pharmacy Tech Exam Study Guide Free and Paid eBooks
  - Pharmacy Tech Exam Study Guide Public Domain eBooks
  - Pharmacy Tech Exam Study Guide eBook Subscription Services
  - Pharmacy Tech Exam Study Guide Budget-Friendly Options
6. Navigating Pharmacy Tech Exam Study Guide eBook Formats

- ePub, PDF, MOBI, and More
- Pharmacy Tech Exam Study Guide Compatibility with Devices
- Pharmacy Tech Exam Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Pharmacy Tech Exam Study Guide
  - Highlighting and Note-Taking Pharmacy Tech Exam Study Guide
  - Interactive Elements Pharmacy Tech Exam Study Guide
- 8. Staying Engaged with Pharmacy Tech Exam Study Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Pharmacy Tech Exam Study Guide
- 9. Balancing eBooks and Physical Books Pharmacy Tech Exam Study Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Pharmacy Tech Exam Study Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Pharmacy Tech Exam Study Guide
  - Setting Reading Goals Pharmacy Tech Exam Study Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Pharmacy Tech Exam Study Guide
  - Fact-Checking eBook Content of Pharmacy Tech Exam 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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