

PRESCRIBING

SAFE TIPS FOR PRESCRIPTION WRITING

1. Sign your name as if it were a legal document
2. NEVER pre-sign a blank prescription
3. If you are a resident using SHANDS Jacksonville DEA number, you may not use the prescription pads when rotating to other institutions or when moonlighting
4. NEVER loan your prescription pad to anyone
5. To prevent errors, Do NOT abbreviate drug names
6. Do NOT self prescribe or prescribe for friends and family
7. The Medical Practice Act stipulates a doctor patient relationship and appropriate records of all prescriptions.

WRITING PRESCRIPTIONS 2003 SENATE BILL #2084: CHAPTER 456.42 FS

A written prescription for drugs MUST be legibly printed or typed AND must contain:

1. Name of the prescribing practitioner
2. Name and strength of the drug
3. Quantity of the drug prescribed in **both** textual and numerical formats
4. Directions for use of the drug
5. Dated with the month written out in textual letters
6. Signed by the prescribing practitioner on the day when issued

PRESCRIPTION PAD SECURITY

- Prescription pads are a valuable commodity and are used to forge prescriptions in the community. Altering a controlled drug prescription is a felony and must be reported.
- Treat prescription pads like your checkbook.
- If a prescription pad is misplaced or possibly stolen, **IMMEDIATELY** contact the Department of Pharmacy Administration Office (904) 244-4157.
- Store your pads in a safe place – Do NOT leave them unattended.

PRESCRIPTION FORGERY PROOFING

- Multi-line pad – cross out unused spaces
- Write out the actual amount prescribed in addition to giving the Arabic number or Roman numeral in order to discourage alterations on the prescription
 - e.g. Oxycontin 10mg (ten)
 - quantity #15 (fifteen)
 - same with refills – don't leave blank
- Do not make any changes or cross-outs on controlled drug prescriptions. If you make a mistake, tear it up and start over.

ADDITIONAL TIPS FOR WRITING PRESCRIPTIONS

- Only write for one controlled prescription per prescription blank. No other medications may be written on this prescription.
- Avoid writing for large quantity of controlled substances unless it is absolutely determined that such a quantity is necessary.
- No refills permitted for C-II prescriptions.
- It is illegal to postdate a controlled drug prescription.
- Always include your FL# (TRN, ME, OS, UO) and unique ID#.
- Include whenever possible the indication for the prescription - this helps with preventing medication errors. For example, there was a prescription written for Celebrex 100mg one by mouth daily for depression. The drug should have been Celexa. It also helps the pharmacist when counseling the patient if they know what it is prescribed for.

RESIDENT PERSONALIZED PRESCRIPTION PADS

Prescription pads are batch ordered. Please allow 3-4 weeks for processing. You will be paged when your order arrives. Orders can be picked up Monday-Friday from 8am to 1pm and 2pm to 4pm with proper identification. Reorder prescription pads by calling 244-3252 or fax 244-3499.