



Standard Operating Procedures  
Tier 1 Veterinary Medical Center  
Prescription Scripts to Outside Pharmacies

Section	Hospital Protocol- Pharmacy	Date of Issue	12/14/2018
Part	Prescription Scripts to Outside Pharmacies	Issued by	Administration
Pages	1		

**Introduction:**

It is the standard operating procedure of Tier 1 VMC to communicate with outside pharmacies and clients effectively who have patients requiring medications to be filled.

**The procedures for RX to outside pharmacies are as follows:**

**General Requirements:**

Scripts will be either written on a prescription pad and sent with owner, faxed by our office to the pharmacy or called in by a secondary or primary technician.

\*Controlled drugs may not be able to be filled with a called or faxed scripts- these drugs may require an original, signed script from DVM on Rx paper. May require the doctor's DEA number\*

Calling in a prescription to an outside pharmacy:

1. Owner will request the pharmacy they would like medication filled at
2. Navigate E-vet to client and patient file, open medical record note in correct patient file
3. Record in note the prescribing doctor along with medication and sig: (name of drug, strength, instructions, quantity to fill and number of refills) include the name of the pharmacy being filled at
4. Call pharmacy O requested, do not leave a message- talk directly to the pharmacy staff, record the pharmacy staff member name into the medical note as well
5. Relay the above prescription information (#3) to the pharmacy staff
6. \*Controlled medications may require the use of the doctor's DEA number\*
  1. A list of DEA numbers are written and stored in the pharmacy tech drawer
7. If requested by O, call O to confirm that the script has been called in and should be ready at the pharmacy
8. The owner may specify 1 pharmacy for RX or call-in. If they are unhappy with the price they must call around and research that is not the responsibility of Tier 1 staff.