

## REGULATION POLICY

### Requirements for Computerized Patient Records – Computer Guidelines

October 2001

The computerized patient record system of a Class I, V and VI pharmacy must meet the following minimum criteria:

- A secure access code issued only to the pharmacists\* who work in the dispensary, so that only these pharmacists can activate the record system. Once activated, access to the system must be limited to pharmacist(s), dispensary personnel and support staff under the direct and immediate supervision of a licensed pharmacist.
- Assign each pharmacist with a personal code in order to associate an individual pharmacist with each particular filling, or repeat of a prescription. The dispensing pharmacist must hand-initial the paper copy of the prescription, including all refill transaction slips, thus indicating the final accountability for the dispensing pharmacist. This record shall then be filed in an easily retrievable manner, whether by prescription number, transaction number, or transaction date.
- Record all patient and prescription information that is required under applicable laws, including the *P.E.I. Pharmacy Act and Regulations*, the *Federal Food and Drugs Act and Regulations*, and the *Controlled Drugs and Substances Act (Canada) and Regulations*.
- Assign a unique number, one which cannot be re-used, to every new prescription dispensed.
- Record and track the transaction date for the original dispensing of the prescription and for each subsequent refill.
- Be able to retrieve a patient's medication profile by alphabetical search, even if the primary method of retrieval is by a patient registration number.
- Be capable of producing a paper copy of individual patient medication profiles to be made readily available to an inspector or investigator authorized by the P.E.I. Pharmacy Board.
- Maintain all patient's medication transactions for a period of at least two years.
- Information and files cannot be purged without forcing the pharmacist to follow a conscious decision and deliberate procedure.
- Conduct daily, weekly and monthly back-ups that are stored in a separate, secure location.

\*"Pharmacist" refers to a licensed pharmacist by the Prince Edward Island Pharmacy Board, but also refers to anyone legally entitled to dispense under the *P.E.I. Pharmacy Act*.