

Guidelines for Merging Prescription Files when “Purchasing/Selling” a Pharmacy

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Background

The Board has become aware of several situations where pharmacies purchased/acquired the prescription files of closing pharmacies. The newly acquired files need to be merged with existing files, to ensure complete patient’s records.

Policy

The “seller” must:

- Provide complete files in the form of original prescriptions and accessible computer files (for example, paper printouts, computer diskettes, back-up tapes)
- Take the necessary steps to ensure the information provided is complete

The “purchaser” must:

- Take the necessary steps to ensure the files are complete
- Ensure, if the “new” files are merged with the “old”, the merging process is accurate and valid
- Ensure, upon filling a “new prescription”, that the patient’s entire file is reviewed for possible interactions, allergies, disease states, etc.
- Provide complete copy of a patient’s file, should a newly acquired patient request that his/her file be transferred to another pharmacy