

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 7th 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

Study Guide Pharmacy Technician Exam

Michal Rosen-Zvi



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oDistrict and Federal laws and regulations governing controlled substances
oDistrict and Federal laws and regulations are governing the practice of pharmacy
oKnowledge of prescription and non prescription medications
oKnowledge of drug therapy and its duration routes of administration physical appearance dosage forms and dose or strengths
oKnowledge of special considerations for dosing geriatric and pediatric patients
oThe dispensing process
oPharmaceutical calculations
oRequirements and professional standards for the
oPreparation
oLabeling
oDispensing
oStorage
oPrepackaging
oDistribution and
oRoute of administration of medications
oSterile and non sterile compounding
oDrugs for the treatment of major chronic conditions
oInteracting and communicating with patients
oConfidentiality
oThird party prescriptions
oAnd more
These areas will be your guide on what to study for the exam
There is also a practice test at the end of this book that you can use to practice for your test
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