

## **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 7<sup>th</sup> 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

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## **Table of Contents Study Guide Pharmacy Technician Exam**

1. Understanding the eBook Study Guide Pharmacy Technician Exam
  - The Rise of Digital Reading Study Guide Pharmacy Technician Exam
  - Advantages of eBooks Over Traditional Books
2. Identifying Study Guide Pharmacy Technician Exam
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Study Guide Pharmacy Technician Exam
  - User-Friendly Interface
4. Exploring eBook Recommendations from Study Guide Pharmacy Technician Exam
  - Personalized Recommendations
  - Study Guide Pharmacy Technician Exam User Reviews and Ratings

- Study Guide Pharmacy Technician Exam and Bestseller Lists
- 5. Accessing Study Guide Pharmacy Technician Exam Free and Paid eBooks
  - Study Guide Pharmacy Technician Exam Public Domain eBooks
  - Study Guide Pharmacy Technician Exam eBook Subscription Services
  - Study Guide Pharmacy Technician Exam Budget-Friendly Options
- 6. Navigating Study Guide Pharmacy Technician Exam eBook Formats
  - ePub, PDF, MOBI, and More
  - Study Guide Pharmacy Technician Exam Compatibility with Devices
  - Study Guide Pharmacy Technician Exam Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Study Guide Pharmacy Technician Exam
  - Highlighting and Note-Taking Study Guide Pharmacy Technician Exam
  - Interactive Elements Study Guide Pharmacy Technician Exam
- 8. Staying Engaged with Study Guide Pharmacy Technician Exam
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Study Guide Pharmacy Technician Exam
- 9. Balancing eBooks and Physical Books Study Guide Pharmacy Technician Exam
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Study Guide Pharmacy Technician Exam
- 10. Overcoming Reading Challenges
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  - Carving Out Dedicated Reading Time
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