

**657—7.13(124,155A) Records.** Every record required to be kept under this chapter or other board rules or under Iowa Code chapters 124 and 155A shall be kept by the pharmacy and be available for inspection and copying by the board or its authorized agent for at least two years from the date of such record unless a longer retention period is specified for the particular record.

**7.13(1) Medication order information.** Each original medication order contained in inpatient records shall include the following information:

- a. Patient name and identification number;
- b. Drug name, strength, and dosage form;
- c. Directions for use;
- d. Date ordered;
- e. Prescriber's signature or electronic signature or that of the prescriber's authorized agent.

**7.13(2) Medication order maintained.** The original medication order shall be maintained with the medication administration record in the medical records of the patient following discharge.

**7.13(3) Documentation of drug administration.** Each dose of medication administered shall be properly recorded in the patient's medical record.

**7.13(4) Storage of records.** Original hard-copy records shall be maintained by the pharmacy for a minimum of two years from the date of the record in accordance with this subrule.

a. Records shall be maintained within the pharmacy department for a minimum of 12 months, except as provided herein. Pharmacy records less than 12 months old may be stored in a secure storage area outside the pharmacy department, including at a remote location, if the pharmacy has retained an electronic copy of the records in the pharmacy that is immediately available and if the original records are available within 72 hours of a request by the board or its authorized agent, unless such remote storage is prohibited under federal law.

b. Records more than 12 months old may be maintained in a secure storage area outside the pharmacy department, including at a remote location, if the records are retrievable within 72 hours of a request by the board or its authorized agent, unless such remote storage is prohibited under federal law.  
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