

481—552.30(155A) Records.

552.30(1) *Types of records.* Each pharmacy will maintain the following records, if applicable to the pharmacy's operation:

- a. Patient records, including demographic information, prescription or medication order information and all information needed to conduct drug utilization review pursuant to rule 481—552.15(155A).
- b. Prescriber records, including demographic and prescription information.
- c. Prescription or medication order records, including the unique identification number assigned, information about each fill including product NDC, and identification of the individual(s) responsible for prescription preparation and product verification.
- d. Prescription drug inventory records, including transaction records for the receipt and distribution of prescription drugs.
- e. Documentation of the current license or registration of each pharmacy staff member working in the pharmacy.
- f. Documentation of the initials or unique credentials used in pharmacy records and systems for each pharmacy employee.
- g. Documentation of temporary pharmacy staffing, including the individual's name, license or registration number, and unique credentials used in pharmacy records and systems; the date worked; and the shift worked.
- h. Documentation of pharmacy personnel training for delegated functions within the individual's scope of practice.

552.30(2) *Retention of records.*

- a. *Security.* Records will be maintained in a secure fashion, ensuring that the records protect patient confidentiality and prevent unauthorized access.
- b. *Duration.* All records will be retained for at least two years from the date of the last activity on the record.
- c. *Method.* When not prohibited by federal law or regulation, records may be maintained as follows:
 - (1) At an alternate site in compliance with paragraph 552.30(2)“a” if a legible electronic copy is immediately available for inspection and copying by the board or its authorized agent.
 - (2) Via legible electronic copy if immediately available for inspection and copying by the board or its authorized agent.

552.30(3) *Provision of records.* Records will be provided to the board or its authorized agent within three business days of a request.

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