

Illinois Department of Financial and Professional Regulation  
Division of Professional Regulation  
Drug Compliance Unit  
9511 Harrison Street, Suite LL 50, Des Plaines, IL 60016

Phone: (847) 294-4900

*(Read this Page Carefully)*

## **REMOTE PRESCRIPTION/MEDICATION ORDER PROCESSING**

### **Pharmacy Self-Inspection Form**

Illinois Law holds the Pharmacist-in-Charge (PIC) and all pharmacists on duty responsible for ensuring pharmacy compliance with all state and federal laws governing the practice of pharmacy.

The primary objective of this report, and your self-inspection, is to provide an opportunity to identify and correct areas of non-compliance with state and federal law. The inspection report also serves as a necessary document used by the Drug Compliance investigators during an inspection to evaluate a pharmacy's level of compliance. When a Drug Compliance investigator discovers an area of non-compliance, he or she may issue either a Deficiency Notice or a Notice of Non-Compliance. Both require a written response from the PIC. Identifying or correcting an area of non-compliance prior to a Drug Compliance investigator inspection may eliminate the receipt of a Deficiency Notice/Notice of Non-Compliance for that item.

**Failure to complete this report by December 31st of each year may result in Disciplinary Action. (Section 1330.800)**

NOTE: Neither the self-inspection nor a Drug Compliance investigator inspection evaluates your complete compliance with all Laws and Rules of the practice of pharmacy. Further, nothing herein shall constitute a waiver of IDFPR enforcement discretion or constitute compliance with all applicable Laws and Rules governing the practice of pharmacy. This report is not final agency action and is intended as guidance. This report is not intended, nor can it be relied upon to create any rights enforceable by any party in litigation or in any enforcement action brought by IDFPR.

STATE OF ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION  
 DRUG COMPLIANCE UNIT  
 9511 HARRISON STREET, SUITE LL 50  
 DES PLAINES, IL 60016-1563

PHONE NUMBER: 847-294-4900

**(KEEP CURRENT THROUGHOUT THE YEAR, AS NEEDED)**

| REMOTE PRESCRIPTION-MEDICATION ORDER PROCESSING   |                  |                   |                                   |                         |                         |
|---|------------------|-------------------|-----------------------------------|-------------------------|-------------------------|
| BUSINESS NAME   | HOURS            |                   | DEA REGISTRATION NUMBER           | EXPIRES                 | DATE OF INSPECTION      |
|   | M                |                   |                                   |                         |                         |
|   | T                |                   |                                   |                         |                         |
| W   |                  |                   |                                   |                         |                         |
| ADDRESS   | TH               |                   | ICSA LICENSE NUMBER               | EXPIRES                 | PHARMACY LICENSE NUMBER |
|   | F                |                   |                                   |                         |                         |
|   | SAT              |                   |                                   |                         |                         |
|   | SUN              |                   |                                   |                         |                         |
| CITY  | ZIP CODE         | OTHER HOURS EXCEP | TELEPHONE<br>(      )             |                         |                         |
| OWNERSHIP<br><input type="checkbox"/> Individual pharmacist<br><input type="checkbox"/> Individual Non-pharmacist<br><input type="checkbox"/> Partnership<br><input type="checkbox"/> Corporation<br><input type="checkbox"/> LLC | OWNERS           |                   | TELEPHONE AFTER HOURS<br>(      ) | PHARMACY E-MAIL ADDRESS |                         |
|   | PERSON IN CHARGE |                   | OWNER'S E-MAIL ADDRESS            | COUNTY                  |                         |
| NAME OF LICENSEE<br>R Ph IN CHARGE  |                  |                   |                                   | LICENSE NUMBER          |                         |
|   |                  |                   |                                   |                         |                         |
|   |                  |                   |                                   |                         |                         |
|   |                  |                   |                                   |                         |                         |
|   |                  |                   |                                   |                         |                         |
|   |                  |                   |                                   |                         |                         |
|   |                  |                   |                                   |                         |                         |
|   |                  |                   |                                   |                         |                         |
|   |                  |                   |                                   |                         |                         |
|   |                  |                   |                                   |                         |                         |

| If the Pharmacist in charge listed above is the PIC in other pharmacies, list here |      |         |              |
|--|------|---------|--------------|
|  | NAME | ADDRESS | PHONE NUMBER |
| 1.   |      |         |              |
| 2.   |      |         |              |

| <b>QUESTION</b>   | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>AUTHORITY</b>                        |
|---|------------|-----------|------------|---|
| <b>GENERAL</b>  |            |           |            |   |
| The pharmacy's license is current and posted.   |            |           |            | 225 ILCS 85/15                          |
| All required current licenses are posted in a conspicuous location in the pharmacy (pocket license or photocopy may be used when registrants are employed at multiple sites). |            |           |            | 225 ILCS 85/15(5)                       |
| Pharmacy is compliant with Section 1330.560 of the Illinois Pharmacy Practice Act Rules, Remote Prescription/Medication Order Processing.                                     |            |           |            | 68 Administrative Code Section 1330.560 |
| The PIC has personally reviewed the licenses of all registrants and determined that they are current.   |            |           |            | 68 Administrative Code Section 1330.660 |
| All pharmacy technicians and certified pharmacy technicians have completed the required training set forth in the Act and Rules.  |            |           |            | 68 Administrative Code Section 1330.210 |
| Meet all the requirements when there is a change in Pharmacist-in-Charge including but not limited to proper notification to the Department.                                  |            |           |            | 68 Administrative Code Section 1330.660 |
| The facility must have a sign clearly identifying it as a Remote Prescription/Medication Order Processing site.   |            |           |            | 68 Administrative Code Section 1330.510 |

| <b>SECURITY AND SANITATION</b>  | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>AUTHORITY</b>   |
|---|------------|-----------|------------|--|
| Security provisions are provided during the absence of a pharmacist.                                      |            |           |            | 68 Administrative Code Section 1330.600 and 225 ILCS 85/15(1)(b) |
| Facility is clean and sanitary.   |            |           |            | 68 Administrative Code Section 1330.630                          |
| Facility area shall not be used for storage of merchandise that interferes with the practice of pharmacy. |            |           |            | 68 Administrative Code Section 1330.610(e)                       |
| The facility area and all store rooms shall be well-lighted and properly ventilated.                      |            |           |            | 68 Administrative Code Section 1330.610(c)                       |

| <b>REMOTE ORDER PROCESSING REQUIREMENTS</b>   | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>AUTHORITY</b>                           |
|---|------------|-----------|------------|--|
| Any pharmacy may provide remote prescription/medication order processing services to any other pharmacy as provided in Section 25.10 of the Act and the following further requirements:<br>1) Any nonresident pharmacy remote prescription/medication order processing services shall first be registered in its resident state and registered in this State.<br>2) There shall be a secure, HIPAA compliant, electronic communication system that shall include but not be limited to computer, telephone and facsimile connections.<br>3) The communication system shall give remote access to all relevant patient information to allow the pharmacist of the remote pharmacy to |            |           |            | 68 Administrative Code Section 1330.560(a) |

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| <p>perform remote medication order processing that shall include all laboratory results and every patient's or resident's medication profile, if appropriate.</p> <p>4) The secure electronic communication system shall be maintained on a daily basis. If this system malfunctions, the remote processing pharmacy shall cease operations related to the institution affected.</p> <p>5) Nothing in this Section shall relieve the pharmacist-in-charge of dispensing pharmacies of compliance with Sections 1330.520 and 1330.530.</p>  |  |  |  |
| <p><b><u>Policy and Procedure Manual:</u></b></p> <p>A policy and procedure manual shall be maintained by the remote prescription/medication order processing pharmacy pertaining to the pharmacy's operations. The manual shall:</p> <ul style="list-style-type: none"> <li>A. Be accessible to the remote prescription/medication order processing pharmacy staff and the staff at the dispensing pharmacy;</li> <li>B. Be available for inspection by the Division;</li> <li>C. Outline the responsibilities of the remote prescription/medication order processing pharmacy staff and the staff at the dispensing pharmacy;</li> <li>D. Include a current list of the name, address, telephone number and license number of each pharmacist involved in remote prescription/medication order processing;</li> <li>E. Include policies and procedures for: <ul style="list-style-type: none"> <li>i. Protecting the confidentiality and integrity of patient information;</li> <li>ii. Ensuring that pharmacists performing remote prescription /medication order processing have access to appropriate drug information resources;</li> <li>iii. Ensuring that medical and nursing staff when appropriate, understand how to contact a pharmacist;</li> <li>iv. Maintaining records to identify the name, initials or identification code of each pharmacist who performs any processing function;</li> <li>v. Complying with federal and State laws and regulations;</li> <li>vi. Operating or participating in a continuous quality improvement program for pharmacy services designed to</li> </ul> </li> </ul> |  |  | <p>68 Administrative Code Section 1330.560(b)(1)</p> |

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| <p>objectively and systematically monitor and evaluate the quality and appropriateness of patient care, pursue opportunities to improve patient care, and resolve identified problems;</p> <p>vii. Reviewing the written policies and procedures and documenting the review annually.</p>  |  |  |  |   |
| <p>Every pharmacist providing remote prescription/medication order processing services shall record on the order, in the computer system, or on another appropriate, unalterable, uniformly maintained and readily retrievable record the following information for every medication order or prescription processed on behalf of a dispensing pharmacy:</p> <p>A. The name, initials or other unique identifier of the pharmacist who verifies the medication order or prescription;</p> <p>B. The name of the patient or resident;</p> <p>C. The name, dose, dosage form, route of administration and dosing frequency of the drug;</p> <p>D. The date and time of verification;</p> <p>E. The name of the prescribing/ordering practitioner;</p> <p>F. Any other information that is required by the dispensing pharmacy being served for use in its own records.</p> |  |  |  | 68 Administrative Code Section 1330.560(b)(2) |
| <p>The records for medications entered at the remote prescription/medication order processing pharmacy must be distinguishable and readily retrievable from those entered at the institution being served.</p>   |  |  |  | 68 Administrative Code Section 1330.560(b)(3) |
| <p>The pharmacist-in-charge of the remote prescription/medication order processing pharmacy shall maintain and have access to the following records for a minimum of 5 years:</p> <p>A. Records of medication orders processed;</p> <p>B. Records of the electronic communication system maintenance.</p>  |  |  |  | 68 Administrative Code Section 1330.560(b)(4) |
| <p>The remote prescription/medication order processing pharmacy shall maintain a record containing the names and license numbers of all pharmacies to which they are providing services and the number of hours per day the services are being provided.</p>   |  |  |  | 68 Administrative Code Section 1330.560(b)(5) |
| <p>All pharmacists providing remote prescription/medication order processing at a remote pharmacy shall be licensed in Illinois. However, when pharmacists are providing remote prescription/medication order processing for a community pharmacy licensed in Illinois from a community pharmacy licensed in Illinois but located out-of-state, only the pharmacist-in-charge of the remote pharmacy must be licensed in Illinois.</p>   |  |  |  | 68 Administrative Code Section 1330.560(c)    |

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|--|--|--|--|--|
| Only licensed pharmacists at the pharmacy providing remote pharmacy services shall conduct the drug utilization evaluation or review and validation of any order processed within the remote pharmacy, except as provided for in subsection (c). |  |  |  | 68 Administrative Code Section 1330.560(d) |
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**DO NOT SEND ANY PART OF THIS REPORT TO THE DEPARTMENT!  
KEEP IN THE PHARMACY FOR DRUG COMPLIANCE INVESTIGATOR'S REVIEW.  
COPIES SENT TO THE DEPARTMENT WILL BE DISCARDED.**

I hereby certify that I have verified that this pharmacy is in compliance with all laws and rules related to the practice of pharmacy in the State of Illinois and the answers marked on this report are true and correct to the best of my knowledge.

PIC NAME: \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_

PIC SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_