

Illinois Department of Financial and Professional Regulation  
Division of Professional Regulation  
Drug Compliance Unit  
9511 Harrison Street, Suite 300, Des Plaines, IL 60016  
320 W. Washington Street, 2nd Floor, Springfield, IL 62786

Email: [fpr.drugcomplianceunit@illinois.gov](mailto:fpr.drugcomplianceunit@illinois.gov)

*(Read this Page Carefully)*

## **TELEPHARMACY- REMOTE CONSULTATION SITE**

### **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)**

Every licensed pharmacy shall conduct an annual self-inspection using forms provided by the Division. The annual self-inspection shall be conducted during the same month, annually, as determined by the pharmacy. Documentation of the self-inspection shall be maintained at the pharmacy for 5 years. The primary objective of the self-inspection is to create an opportunity for a pharmacy to identify and correct areas of noncompliance with State and federal law. This includes, but is not limited to, recordkeeping, inventory, labeling and sanitation requirements.

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 300, DES PLAINES, IL 60016  
 320 W. WASHINGTON STREET, 2ND FLOOR, SPRINGFIELD, IL 62786  
 Email: fpr.drugcomplianceunit@illinois.gov

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

<b>TELEPHARMACY-REMOTE CONSULTATION SITE</b>				INSPECTION DATE			
<u>HOME PHARMACY</u>				<u>REMOTE CONSULTATION SITE</u>			
BUSINESS NAME				BUSINESS NAME			
ADDRESS				ADDRESS			
CITY				CITY			
ZIP CODE				ZIP CODE			
TELEPHONE				TELEPHONE			
E-MAIL				E-MAIL			
<u>OPERATING HOURS</u>				<u>OPERATING HOURS</u>			
M-F				M-F			
SAT-SUN				SAT-SUN			
<u>OWNERSHIP</u>				<u>OWNERS</u>			
<input type="checkbox"/> Individual pharmacist <input type="checkbox"/> Individual Non-pharmacist <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC				NAME			
				TELEPHONE			
				E-MAIL			
				<u>PHARMACIST IN CHARGE</u>			
LICENSE NO.		EXPIRES		REMOTE LICENSE NO.		EXPIRES	
DEA REG. NO.		EXPIRES		DEA REG. NO.		EXPIRES	
ICSA LICENSE NO.		EXPIRES		ICSA LICENSE NO.		EXPIRES	
LIST OF PHARMACISTS THAT WILL SUPERVISE THE REMOTE CONSULTATION SITE		LICENSE NUMBER		CPT/TECH AT REMOTE CONSULTATION SITE		LICENSE NUMBER	

<b>If the Pharmacist in charge listed above is the PIC in other pharmacies, list here</b>					
NAME		ADDRESS	PHONE NUMBER		
1.					
2.					
QUESTION		YES	NO	N/A	AUTHORITY
<b>GENERAL</b>					
The pharmacy's license is current and posted.					225 ILCS 85/15(5)
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 1330.510 of the Illinois Pharmacy Practice Act Rules, Telepharmacy Practice.					68 Administrative Code Section 1330.510
The PIC has personally reviewed the licenses of all registrants and determined that they are current.					68 Administrative Code Section 1330.660
Registrants wear proper clean attire and have proper name tags and designations.					68 Administrative Code Section 1330.30(k)
All pharmacy technicians and certified pharmacy technicians have completed the required training/work experience 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 limited to proper notification to the Department.					68 Administrative Code Section 1330.660
The schedule during which pharmacy services are provided is conspicuously displayed.					68 Administrative Code Section 1330.500(b)(1)
Each site where such telepharmacy operations occur shall be a separately licensed pharmacy.					68 Administrative Code Section 1330.510(a)
Each site where such telepharmacy operations occur shall have a home pharmacy.					68 Administrative Code Section 1330.510(a)
Home pharmacies that are located outside of Illinois must be licensed as a nonresident pharmacy. Nonresident pharmacies shall abide by all Illinois laws and rules when filling prescriptions for Illinois residents, except as otherwise provided in the Rules.					68 Administrative Code Section 1330.510(a)
All pharmacists performing services in support of a remote consultation site must display a copy or electronic image of their licenses at the remote site where they provide services, or shall otherwise make their license visible to the patient, and be licensed in this State, unless employed by a pharmacy licensed in Illinois as a nonresident pharmacy, in which case, the pharmacist providing the services shall hold an active license as a pharmacist in the state in which the nonresident pharmacy is located and only the pharmacist-in-					68 Administrative Code Section 1330.510(e)

charge of the remote site must be licensed in Illinois.				
Each remote site must display a sign, easily viewable by the customer, that states: The facility is a telepharmacy supervised by a pharmacist located at (address) and the pharmacist is required to talk to you, over an audio/visual link, each time you pick up a prescription.				68 Administrative Code Section 1330.510(f)
No remote site may be open when the home pharmacy is closed, unless a pharmacist employed or contracted by the home pharmacy, or by a pharmacy contracted with the home pharmacy, is present at the remote site or is remotely providing supervision and consultation as required under this Section.				68 Administrative Code Section 1330.510(g)

<b>SECURITY, SANITATION AND STORAGE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>AUTHORITY</b>
Security provisions are provided for all drugs and devices within the pharmacy.				68 Administrative Code Section 1330.600
Refrigerators for the exclusive use of medications are clean, defrosted and in working order maintaining proper temperature.				68 Administrative Code Section 1330.610(d)
Pharmacy is clean and sanitary.				68 Administrative Code Section 1330.630
Food and/or beverages are kept in designated areas away from dispensing activities and stored in refrigerators not used for medications.				68 Administrative Code Section 1330.630(e)
The pharmacy area and all store rooms shall be well-lighted and properly ventilated.				68 Administrative Code Section 1330.610(c)
All dispensing and drug storage areas of the pharmacy are contiguous with connecting door.				68 Administrative Code Section 1330.610(b)

<b>DISPENSING AND RECORD KEEPING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>AUTHORITY</b>
These sites have no prescription inventory.				68 Administrative Code Section 1330.510(c)(1)
Only filled prescriptions, filled at the home pharmacy, with final patient labeling attached are allowed at these sites.				68 Administrative Code Section 1330.510(c)(2)
These sites must be staffed with a pharmacy technician or certified pharmacy technician who has the knowledge necessary to use computer audio/video link for dispensing and consultation to occur. Pharmacist and pharmacy technician initials or unique identifiers must appear on the prescription record and the prescription label.				68 Administrative Code Section 1330.510(c)(3)

Written prescriptions may be received at a remote consultation site. All written prescriptions presented at a remote consultation site shall be delivered to the home pharmacy within 72 hours.				68 Administrative Code Section 1330.510(c)(4)
Security of filled prescriptions must be maintained by storing them in a separate lock drawer or cabinet.				68 Administrative Code Section 1330.510(c)(5)
Recordkeeping shall be conducted by the pharmacist (time/date) when dispensing and counseling occurred.				68 Administrative Code Section 1330.510(c)(6)
The site shall have a room for patient consultation exclusive of any waiting area.				68 Administrative Code Section 1330.510(c)(7)
The site must have a sign clearly identifying it as a remote consultation site.				68 Administrative Code Section 1330.510(c)(8)
An offer to counsel shall be made on all new and refill prescriptions. Counseling must be done by a pharmacist via video link and audio link.				225 ILCS 85/25.15 (b)(3)(E)
All records are maintained for 5 years and are readily retrievable.				225 ILCS 85/18

**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: \_\_\_\_\_