



## Ohio Administrative Code

### Rule 4729:5-10-07 Record keeping and handling fee.

Effective: August 26, 2019

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(A) Donor forms must be maintained for a minimum of three years in a readily retrievable manner by a terminal distributor of dangerous drugs, a distributor of dangerous drugs, or an institutional facility.

(B) Recipient forms must be maintained for a minimum of three years in a readily retrievable manner by a pharmacy, hospital, or nonprofit clinic.

(C) An invoice must be created by the donor location, which includes a terminal distributor of dangerous drugs, a distributor of dangerous drugs, or an institutional facility where the donor resides. The invoice must include the following information:

(1) The name and address of the donor location.

(2) The brand name or generic name of the drug donated and either the name of the manufacturer or the national drug code number (NDC#).

(3) The strength of the drug.

(4) The quantity of the drug.

(5) The date the drug was sent to the pharmacy, hospital, or nonprofit clinic.

(6) The name and address of the recipient pharmacy, hospital, or nonprofit clinic.

(D) A prescriber must document the distribution of a personally furnished donated repository program drug to the prescriber's patient pursuant to the applicable record keeping rules of division 4729:5 of the Administrative Code and a pharmacy must document the dispensing of a donated repository program drug pursuant to the applicable record keeping rules of division 4729:5 of the



Administrative Code. Such records must indicate that the drug distributed to a patient was from a repository program. If recipient forms are used with each dispensing or personal furnishing, this information may be documented on the recipient form.

(E) A copy of the invoice must be maintained for a minimum of three years in a readily retrievable manner by both the donor location, which includes a terminal distributor of dangerous drugs, a distributor of dangerous drugs, or an institutional facility, and the recipient location, which includes a pharmacy, hospital, or nonprofit clinic.

(F) A pharmacy, hospital, or nonprofit clinic may charge the recipient of a donated drug a handling fee up to twenty dollars to cover restocking and dispensing costs. If a drug repository program chooses to charge a handling fee, then the fees collected in any given year shall not exceed the program's total restocking and dispensing costs for that given year.