



Ohio Administrative Code

Rule 4729:5-5-03 Filing and storage of prescriptions.

Effective: December 1, 2020

All original outpatient prescriptions shall be filed in the following manner:

(A) Prescriptions for schedule II controlled substances shall be maintained in a separate prescription file for schedule II prescriptions.

(B) Prescriptions for schedule III, IV, and V controlled substances shall be maintained in a separate prescription file for schedule III, IV, and V prescriptions.

(C) Prescriptions for non-controlled substances shall be maintained in a separate prescription file for non-controlled prescriptions.

(D) Prescriptions containing multiple drug orders shall be filed in the most restrictive file.

(E) All non-controlled hard copy prescriptions, including facsimiles, maintained pursuant to this rule may be electronically maintained, provided that the system creates and maintains electronic records in accordance with the following:

(1) All hard copy prescriptions for non-controlled dangerous drugs may be electronically filed and then destroyed after one hundred and eighty days from the date of creation or receipt. Disposal of the hard copy shall use a secure method of destruction to ensure privacy and confidentiality of the contents.

(2) All hard copy prescriptions electronically filed in accordance with this rule shall be scanned front and back in full color (i.e. retains color information and/or color graphics in the document) via technology designed to capture information in one form and reproduce it in an electronic medium presentable and usable to an end user. Prior to scanning, the written or faxed prescription shall be clearly notated to indicate it has been received by the pharmacy in a manner that does not destroy any of the original information contained on the prescription but prevents the unauthorized



duplication of the prescription.

(3) A record or image once created shall be unalterable but may be annotated as necessary so long as the original record or image is still available for review and the individual that made the annotation is noted.

(4) The electronic form shows the exact and legible image of the original hard copy prescription.

(5) All hard copy prescriptions filed electronically in accordance with this rule shall be deemed the original prescription.

(F) All electronically transmitted prescriptions, including faxed prescriptions received in an electronic format, shall be electronically stored and maintained in accordance with this rule.

(G) All electronic systems used to maintain prescription images or data shall:

(1) Contain security features to prevent unauthorized access to the records; and

(2) Contain daily back-up functionality to protect against loss of records.

(H) All prescription records stored in accordance with this rule shall be uniformly maintained for a period of three years.

(I) An outpatient pharmacy shall ensure that original prescriptions are properly filed in compliance with this rule and rule 4729:5-5-13 of the Administrative Code.