



# Issuing a Valid Prescription: What Every Prescriber Needs to Know

Prescribers are required to adhere to Board of Pharmacy rules for what constitutes a valid prescription. This document provides an overview of the prescription requirements set forth in rule 4729-5-30 of the Ohio Administrative Code. Compliance with this rule ensures that a pharmacist has all the information needed to dispense your patient's medication in a timely manner.

## Written Prescriptions:

Below is an example of a written prescription that complies with the Board of Pharmacy's prescription requirements:

**1** Contain the manually printed, typewritten, or preprinted full name, professional title (MD, DO, DDS, etc.), and address of the prescriber. NOTE: The prescriber's address shall include the physical address of the prescriber's practice location (cannot include a P.O. box).

**2** Indicate a telephone number where the prescriber can be personally contacted during normal business hours.

**3** Indicate the full name and residential address of the patient. The patient's residential address shall include the patient's physical street address.

**4** Indicate the quantity to dispense.

**5** Be dated as of and on the day when issued.

**6** Indicate the drug name and strength. NOTE: To ensure clarity, it is recommended to avoid using abbreviations for drug names.

**7** Indicate the appropriate and explicit directions for use.

**8** All written prescriptions must be manually signed on the day issued by the prescriber in the same manner as the prescriber would sign a check or legal document.

**9** Specify the number of times or the period of time for which the prescription may be refilled. A prescription marked "Refill P.R.N." or some similar designation is not considered a valid refill authorization.

**10** For controlled substances only (does not apply to veterinarians):

a. The ICD-10-CM medical diagnosis code of the primary disease or condition that the controlled substance is being used to treat. The code shall, at a minimum, include the first four alphanumeric characters of the ICD-10-CM medical diagnosis code, sometimes referred to as the category and the etiology (ex. M16.5).

b. For dentists, the Code on Dental Procedures and Nomenclature (CDT Code), as published by the American Dental Association, of the dental treatment requiring the controlled substance prescription.

**11** For controlled substances only: Indicate the Drug Enforcement Administration registration number of the prescriber.

**12** For controlled substances and products containing gabapentin (does not apply to veterinarians) indicate the days' supply of the prescription.

**IMPORTANT:** Board of Pharmacy rule 4729-5-13 requires the quantity to be written both numerically and alphabetically for all controlled substance prescriptions.

**IMPORTANT INFORMATION ON REFILLS:** Prescriptions for schedule III and IV controlled substances may be refilled not more than five times in a six-month period from the date the prescription is issued by a prescriber. Refills may be authorized for up to one year from the date of issuance for schedule V controlled substances and for prescription drugs that are not controlled substances.

**NOTE:** A prescriber shall not authorize any refills for schedule II controlled substances.

**NOTE:** The diagnosis requirements are effective for all opioid prescriptions on December 29, 2017. The requirements for all other controlled substances go into effect on June 1, 2018.

**IMPORTANT:** Effective December 29, 2017, a prescriber must determine at the time of prescribing the intended days' supply (minimum number of days) the prescription for a controlled substance or gabapentin should last the patient. Prescribers of "as needed" medications should consider the following:

- Patients may not need the maximum daily dose every day or may taper doses after a few days of use.
- Patients may not be consuming the medication continuously (i.e., around-the-clock).

**Example Prescription:**

Dr. Terri Smith, M.D.  
77 South High Street  
Columbus, Ohio 43215  
614-555-1234

Name: Eric Jones  
Address: 1234 South Main Street, Columbus, Ohio 43212  
DOB: XX/XX/XXXX  
Date: 10/17/2017

**Rx**

Oxycodone 5mg  
Sig: Take 1 tab every 4-6 hours.  
Disp: 12 / twelve tablets  
Diagnosis: M16.5  
Days' supply: 3 days

Refills Zero

DEA no. AS2426814

*[Signature]*

## Faxed Prescriptions

Written prescriptions authorized and signed in ink by a prescriber may be transmitted by the prescriber or the prescriber's agent by a fax machine.

All faxed prescriptions must comply with the requirements for a written prescription and must also include header information identifying the origin of the fax.

In general, schedule II controlled substance prescriptions cannot be faxed. Exceptions to this are outlined in rule 4729-5-30 of the Ohio Administrative Code.

## Electronic Prescribing

Prescribers may electronically transmit prescriptions directly to the pharmacy. Except for a manual signature, the systems must be able to transmit all the required information as required on a written prescription.

It is the responsibility of the vendor and prescriber to ensure that all prescriptions include the required information listed in rule 4729-5-30 of the Ohio Administrative Code, including the transmission of the diagnosis code.

**IMPORTANT:** All controlled substance electronic prescriptions are covered by the Drug Enforcement Administration's (DEA) regulations on E-Prescribing of Controlled Substances (21 CFR 1311). Ohio permits the electronic prescribing of all controlled substance prescriptions.

**NOTE:** The Board of Pharmacy will no longer be approving most electronic prescription systems. For more information on this, visit: [www.pharmacy.ohio.gov/approval](http://www.pharmacy.ohio.gov/approval).

## Electronic to Computer-Generated Faxed Prescriptions

Effective December 29, 2017, no prescriptions may be transmitted by means of an electronic prescription transmission system that converts the prescription into a computer-generated fax or scanned image.

There are two exceptions where a computer-generated faxed prescription is still permissible:

If there is a temporary outage by a Board-approved third-party intermediary or the receiving pharmacy, then a computer-generated faxed prescription will be accepted.

A closed system "e to fax" prescription or order transmission system approved by the Board.

For more information on this change, including what constitutes a closed system, visit:

[www.pharmacy.ohio.gov/approval](http://www.pharmacy.ohio.gov/approval).

## Prescription Format

Board of Pharmacy rule 4729-5-13 contains additional provisions on issuing a valid prescription, including:

- Written or faxed prescriptions may contain no more than three noncontrolled substance prescription orders per prescription.
- Written or faxed prescriptions may only contain one controlled substance prescription order per prescription.
- Preprinted prescriptions that contain multiple drug names or strength combinations (i.e. the prescriber must check a box) must comply with the following:
  - 1 Cannot include controlled substances among the choices.
  - 2 There is only one prescription order selected per form.
- Preprinted prescriptions for controlled substances must only contain one drug and strength combination printed on the form.

**NOTE:** There are some exceptions to the preprinted prescription requirements for hospice patients. For a complete list of the exceptions, please refer to rule 4729-5-13 of the Ohio Administrative Code.

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