

## Required elements of a legal prescription<sup>1</sup>

Florida regulations require the following information to be included on prescriptions when prescribing medicinal drugs. Please ensure all requirements are met prior to submitting the prescription. Prescriptions submitted that are missing any of the required information may result in delays in processing the order.

- Name of prescriber
- Address of prescriber
- DEA number of prescriber (if controlled substance is prescribed)
- Patient name
- Patient physical address (if controlled substance is prescribed) P.O. Box is NOT acceptable
- Drug name, strength, and quantity to dispense
- Instructions for use
- Signature of prescriber (original signature is required if controlled substance is prescribed - NO STAMP SIGNATURE)
- Date of issue or date prescription signed
- If the prescription is for a compounded formula, that needs to be indicated on the prescription. A statement explaining that the patient requires the compounded product should be included (e.g, "By submitting this prescription, I acknowledge that after evaluating commercially available drug product options, I have determined that this compounded preparation is clinically necessary for this patient").<sup>2</sup>

Prescriptions can be submitted for processing:

Non-controlled Rx- electronic, FAX, or verbal order

Schedule III-V – electronic, FAX, or verbal order

Schedule II – Intrathecal use only- FAX or electronic

Schedule II – electronic or hand written (hand written prescriptions must be mailed and received by the pharmacy prior to processing)

Faxed prescriptions must be sent from the doctor's office to the pharmacy. We cannot accept prescriptions faxed to us by the patient. Please include in your fax header information such as the organization name, submission date, and FAX number. Missing fax header information may delay processing due to sender verification.

Email is not an acceptable way to submit prescriptions. We cannot accept prescriptions through email.

Electronically applied signatures are NOT acceptable as legal signatures when prescribing controlled substances unless the prescription is submitted to the pharmacy electronically. Controlled substance prescriptions generated using computer software, printed, and faxed to the pharmacy must have original "pen to paper" signature. Stamps, photocopies, or electronic images of signatures are not acceptable.

Your state may have additional prescribing requirements. Pharmacies are required to follow the regulations of the state where the drug is dispensed AND the state where the drug is shipped.

If the following optional information is available, please provide it to us as it helps our daily controlled substance reporting to the states.

- Patient driver's license number
- Patient SSN
- Prescriber's NPI number

<sup>1</sup> This is for your information only and does not constitute legal advice. We tried our best to keep it updated but make no representation as to the accuracy or completeness.

<sup>2</sup> This is a requirement from the FDA. For more information, refer to FDA guidance at <https://www.fda.gov/media/98973/download>.

