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**TOPIC: MEDICATION REFILLS**

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**PURPOSE:** To provide guidelines for refilling prescription medication of PCC Community Wellness Center patients.

**LEVEL OF RESPONSIBILITY:**

Providers  
Registered Nurses  
Patient Care Representatives

**POLICY:** PCC Community Wellness Center recognizes the importance of ensuring that patients are able to refill their prescription medications in a timely manner while ensuring the safety of each patient.

**PROCEDURE:**

1. All faxed requests for medication refills will be collected by designated staff and given to designated nurse or provider along with patient chart once each session Monday thru Friday following these guidelines:
  - Can be refilled by RN:
    - Can refill up to 6 months of well documented chronic medications if seen within last 6 months.
    - Contraception can be bridged/extended for 1-3 months after anniversary of last annual exam but must assist patient in scheduling follow up appointment.
  - Must be referred to provider:
    - Patients who have not been seen by a Provider within last year
    - If failed to make appointments after refill extension/bridge, they are to see their Provider.
    - All Narcotics, Benzodiazepines, and Psychotropic meds.
    - Acute medications (i.e. antifungals, antibiotics, steroid creams, vaginal creams).
    - Statins (for LFT monitoring assurance) and coumadin, digoxin, and seizure medications (all of which require levels).
    - Dosage changes
    - Formulary changes
2. Providers and/or RNs should check eprescribing system prescription refills on a regular basis.
3. All refills should be signed by a provider as soon as possible.
  - If meets guidelines, triage RN authorizes refill and forwards chart for provider to co-sign (including the charts of electronically signed prescriptions) in site designated area.
  - If refill does not meet automatic refill guidelines, refer refill and chart to providers.

Original: 2/09  
Revised: 2/10