

## LTC Pharmacy Documentation Guidelines

### **Acceptable Documentation for claim audits<sup>^</sup>**

- A New Order or (POS)
- Original Hard Copy/Electronic Rx
- Refill Requests
- MAR or Stop Order Renewal Report (See MAR section below for more guidance)<sup>^</sup>
- Charting records

### **HOWEVER,**

For a CII or CIIN controlled substance, only a hardcopy prescription, fax (if Hospice) will be accepted.

**NOTE: The DEA does NOT recognize a nurse at a long term care facility as an agent of a prescriber and is not permitted to transmit orders for CII or CIIN controlled substances.**

For all other controlled, CIII, CIIN, CIV, CV (and CVI in Massachusetts) and non-controlled substance prescriptions, the DEA does recognize a nurse at a long term care facility as an agent of a prescriber and is permitted to transmit the orders for items referenced above.

### **MAR's/Stop Order Renewal Reports (or any document that can be categorized as such that contains the information in bullets below:**

MAR's and/or "Stop Order Renewal Reports" will be acceptable forms of documentation to validate pharmacy claims as long as they contain the following components of a prescription; this is consistent with CMS guidance. The document must provide a medication start date. Any fills between the start date and the signed-document date shall be considered "valid" provided that the document contains all applicable\* components necessary for a legal prescription order

- -Patient Name
- -Drug Name
- -Drug Strength
- -Prescriber name
- -Prescription Date
- -Directions

### **Signature Logs/Delivery Manifests**

A complete list of unmasked prescription numbers will be communicated prior to the audit which will also note which of those prescriptions will require a signature log review. These prescriptions will be a subset of the larger list of claims being audited. Signature logs will not be required for any prescriptions (and fill dates) not listed on the unmasked list of claims sent prior to the audit.

The pharmacy need only provide a signature log delivery manifest for the date of service that is listed on the unmasked list of prescription numbers.

Footnotes:

\*Acceptable components would include all items mandated by state/federal law.

**<sup>^</sup>All prescriptions/documentation must be in compliance with applicable state and federal rules and regulations.**