



POLICY ID# 2006-004
CLEARED BY: D. Blair
DATE: 02-28-06

STATE OF ALABAMA DEPARTMENT OF
PUBLIC HEALTH

Donald E. Williamson, MD
State Health Officer

January 26, 2006

MEMORANDUM

TO: Area Health Officers
Area Administrators & Assistant Area Administrators
Area Nursing Directors
Area FH/Clinic Coordinators
Area Disease Control Directors and Program Managers
Area Home Health Managers
County Clinic Supervisors
County Home Health Supervisors
Office and Bureau Directors

FROM: Donald E. Williamson, M.D. *DEW*
State Health Officer

RE: Policy and Procedures for the Labeling of Medications
Policy # 2006-004

Attached is the Department's revised Policy for the Labeling of Medications. This policy replaces Policy 1997-022. All county health departments must label prescriptions according to this policy. Documentation showing that the policy was circulated to staff involved in or who support the dispensing of medications must be kept at the work site for audit purposes. All new employees who are involved in or who support the dispensing of medications must read this policy as part of their orientation. The supervisor must have the employee acknowledge review of the policy by initialing and dating the "Employee Orientation Checklist" that accompanies the Employee Handbook or Public Health Volunteer policy sheet.

Copies of the policy and attachments can be obtained from the Bureau of Professional and Support Services or the Department's Policy Library on Lotus Notes.

DEW/mw

Alabama Department of Public Health Policy For Labeling of Medications

This policy replaces 97-22

I. Customized County Labels

In order for the Department to be in compliance with current State and Federal law, each county health department must have its own prescription label to be used on containers for all prescriptions dispensed and on containers for pre-counted drugs for future dispensing. Labels must have all of the information on them as required by Federal and State law.

II. Labels

PHALCON can now print approved labels. A copy of the label and printing instructions are attached.

III. Emergency Supply

Pre print a set of blank labels to use in case PHALCON is not working. Fill out each line by hand.

IV. Labeling of Partially Counted Medications Not Yet Dispensed

When medications are pre-counted from the original bottle and put in a prescription vial in advance of dispensing, specific information needs to be on the label, i.e., name of medication, strength, quantity, NDC number, lot number and expiration date. Note: lot number, expiration date, and NDC number are not required for medications put in a prescription vial at the time of dispensing, however, they can be included if already on the label. The patient's name and other information can be added at the time of dispensing.

V. Special Requirements on Label Information

- A. Directions (such as: Take as directed) should be avoided.
- B. List clear directions on the label (such as: Take two tablets every 12 hours).
- C. Include the indication for the drug on the label (such as "For Birth Control").
- D. Include the number of refills on the label with the directions, for instance, if there are no refills put 0 refills.

VI. Labels With Generic Names of the Drug

If the drug dispensed is a generic, the name of the manufacturer must be added to the label (e.g., ciprofloxacin must have a manufacturer on the label because it is the generic name, Cipro does not because it is the brand name).

VII. Special Procedure for Contraceptives

A. Birth Control Pills

1. Label the initial compact of oral contraceptives.
2. Put all the remaining refills in a container that will hold them such as a sack or box and label the outside of that container with one label. You may then dispense these to the patient.

B. Patches

1. Label the initial box of 3 patches.
2. The remaining refills should be placed in a container and a label placed on the outside.

VIII. Unit dose packaging

When drugs are supplied from the manufacturer in unit-dose packaging, it is permissible to leave the drug in the package and label the package. If you dispense a partial package you can place them in an envelope or zip lock bag and label it. It is not necessary to take the drugs out of the unit dose packages and put them into a bottle.

Attachment A: Copy of Pharmacy Label on PHALCON

Instructions for Printing Pharmacy/Birth Control Labels from PHALCON

1. Select a Patient in PHALCON
2. Right Click and Select Pharmacy label
3. Enter the Number of Copies of the label that you need
4. The Date will default to today's date, but may be changed
5. Enter the Name of the Provider
6. Enter the Manufacturer, if applicable
7. Select the appropriate drug from the dropdown (the directions will be added to the window automatically)
8. Click on the directions (Note field), if you wish to modify the instructions to the patient
9. Click Print

The screenshot shows a software window titled "Public Health of Alabama County Operations Network". Inside the window is a form for a pharmacy label. The form is divided into two main sections. The top section contains patient and prescription information: BUTLER COUNTY HEALTH DEPARTMENT, BOX 330, GREENVILLE, AL 36037, PH. 702/362-3154. Patient information includes CHR # T00043223, DATE 5/10/2004, PT. SANDRA POAGE, and PR. CLAIRE POAGE. The drug is Leven 30mcg 28, and the manufacturer is MFG. Directions are: Take one pill every day at the same time every day. A caution note at the bottom of this section reads: "Keep out of reach of children. Federal law prohibits the transfer of this drug to any other person." The bottom section of the form contains input fields for "Copies" (14), "Date" (05/10/2004), and "Note" (TAKE ONE PILL EVERY DAY AT THE SAME TIME EVERY DAY.). Below these are fields for "Provider" (CLAIRE POAGE) and "Manufacturer" (Leven 30mcg 28 Berlex). At the very bottom of the window are four buttons: "Print", "Close", "Print Sheet of Emergency Labels", and "Print Sheet of Drug Labels".

The two buttons at the bottom of the window (Print Sheet of Emergency Labels and Print Sheet of Drug Labels) allow you to print sheets of labels for emergency use when the system is down.

1. "Print Sheet of Emergency Labels" prints a sheet of blank pharmacy labels that can be used with Avery Face Label No. 5199 to print a sheet of blank pharmacy labels on the Xerox machine.
2. "Print Sheet of Drug Labels" allows you to select a drug type and print a sheet of labels with the drug name and directions, also for use with Avery Face Label No. 5199. We suggest that you print a sheet of labels for the birth control and other drug types that are dispensed most frequently and keep these on hand in case the system is down. This option is provided for back-up purposes only.

Dymo Pharmacy Labels Ordering Information

The labels used in the Dymo printer for printing pharmacy labels may be ordered from the ADPH warehouse. Use the information below when contacting the warehouse:

Sku # CSC 02 - 1 unit equals 30 rolls of labels