**Section 140.450 Record Requirements for Pharmacies**

a) Pharmacies shall retain the following basic records:

1) All original prescriptions for Public Aid recipients;

2) All invoices from all suppliers from which the pharmacy acquires goods for which charges are made to the Department; and

3) A method of verification of usual and customary charges to the general public; and

4) A signature log as described in subsection (c) of this Section.

b) A pharmacy shall permit access to these records by authorized Department personnel on request, and shall retain such financial records as are necessary to substantiate acquisition costs for a period of not less than three years from the date of service.

c) A pharmacy shall maintain a log of signatures for the receipt or pick up of prescriptions by the person receiving the prescription. Such log shall list each prescription by prescription number, the date the prescription was picked up and the signature of the person picking up the prescription, except that one signature is sufficient when picking up multiple prescriptions for a single individual. The original prescription must be maintained and match the prescription number on the log.

d) As an alternative to maintaining the signature log described in subsection (c) of this Section, a pharmacy may opt to utilize optical scanner bar technology to document that prescriptions were, in fact, received or picked up. At the Department's request, any pharmacy choosing to utilize optical scanner bar technology must be able to produce paper copies of the information retained electronically through the use of this technology.

e) For pharmacies providing drugs via mail order, a shipping log may be used as an alternative to the signature log described in subsection (c) of this Section. This mail order shipping log, which may be maintained electronically, must contain the patient's name, address, prescription number, date the prescription was shipped, and the name and/or type of carrier. At the Department's request, any pharmacy choosing to maintain its mail order shipping log electronically must be able to produce paper copies of the information retained in said shipping log.

f) For pharmacies providing drugs to patients residing in a long term care facility licensed by the Illinois Department of Public Health, the pharmacy shall maintain a signature log as described in subsection (c) of this Section, except that one signature is sufficient for all the medications delivered for a patient and a facility staff member may sign for the receipt of the drugs. Both the facility and the pharmacy are accountable for ensuring the accuracy of the information in the log.

g) For pharmacies providing drugs to patients who are receiving medications in their homes with the assistance of a home health agency or hospice licensed by the Illinois Department of Public Health, or a registered nurse licensed by the Illinois Department of Professional Regulation, the pharmacy shall maintain a signature log as described in subsections (c) and (f) of this Section, except that one signature is sufficient for all the medications delivered for a patient and a home health agency representative or hospice representative may sign for the receipt of the drugs. Both the pharmacy and the home health agency or hospice are accountable for ensuring the accuracy of the information in the log.

h) The information required in subsections (c), (f) and (g) of this Section may be kept in an electronic form, including electronic signatures, provided that paper copies of the information, including signatures, can be printed from the electronic file.

(Source: Amended at 28 Ill. Reg. 4958, effective March 3, 2004)