



BULLHOOK

Community Health Center

521 4th Street Havre, Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

POLICY

PATIENT PROFILES

8013

OBJECTIVE: To establish and maintain patient profiles as part of the pharmacy records system at Bullhook Health Center (BCHC).

A. The pharmacy will electronically maintain patient profiles with, but not limited to, the following information:

1. Name of client
2. Address
3. Telephone number
4. Date of birth
5. Discount or co-pay amount
6. Drug allergies
7. Any comments deemed applicable
8. Insurance information:
 - a. Insurance information will be verified by pharmacy staff prior to medication being sold.
 - b. Record of prescription filled including, but not limited to, the following information:
 - i. Date filled
 - ii. Name, address and DEA number of prescribing provider
 - iii. Indication of whether it is a new or refilled prescription
 - iv. Prescription number
 - v. Prescription price
 - vi. Name and strength of medication
 - vii. Directions for use

Lyndra Hall

CHIEF EXECUTIVE OFFICER

Date: 10/14/19

Debi Rhinos

CHAIR, BOARD OF DIRECTORS

Date: 10-14-19

Date first adopted	09/24/2014
Date revised/QI	09/24/2014, 09/25/2019
New date adopted/Board	10/13/2014, 10/14/19
Next review date	10/13/2015