


**Department of Health
Health Systems Quality Assurance
Office of Health Professions
Washington State Podiatric Medical Board
Guideline**

Title:	Best Practice Guidelines-Verbal Prescriptions	Number: PO02-46
Reference:	Board Meeting: November 22, 2002; January 14, 2021	
Contact:	podiatric@doh.wa.gov	
Effective Date:	January 14, 2021	
Supersedes:	November 22, 2002	
Approved:	Board	
Signature:	 Chair, Podiatric Medical Board	

Goal: Reduce medication errors, increase patient safety, and prevent fraud and diversion by improving communication of prescription information between health care providers caring for a patient. The best person to communicate prescription information to a pharmacist would be the prescriber or, at his or her direction, a prescriber's employee or a licensed health care provider treating the patient within their scope of practice.

When calling in a prescription to a pharmacist, the following information should be provided:

Patient Information

- Name, including middle initial (spell last name if unusual)
- Date of birth
- Phone number

Drug Information

- Drug name
- Dosage
- Strength
- Directions (dose & frequency of administration)
- Route of administration
- Quantity (number)
- Refills, if any
- Notification of purpose, if appropriate
- If generic substitution is permitted

Prescriber Information

- Name (whole name, with identifier, if a common name)
- Name of clinic or practice
- DEA number if appropriate
- Name and role of the caller, if other than practitioner
- Phone number where the pharmacist can check back with the prescriber if there are any questions about the prescription.