**Daily Log**

**Section:** Pharmacy Operations

**Compliance:** URAC Specialty Pharmacy 2.1

**URAC Standards:** PHARM Core 4, PHARM-OP 2

**Policy ID:** 7.5

**Approved by:**

**POLICY**

Daily prescription logs must be maintained according to State Board of Pharmacy requirements

**PROCEDURE [PHARM Core 4 (a, b)] [PHARM-OP 2 (e)]**

1. At the end of every work day, the daily log will be automatically run by pharmacy software. If automatic report generator fails then daily log will be processed by pharmacy staff.

* The log shall contain the following information:
* The prescriber’s name;
* The patient’s name;
* The prescription number;
* The pharmacist’s initials or signature

1. The daily log shall be signed by at least one of the pharmacists whose initials appear on the log for that day. Daily logs shall be signed with twenty-four hours of completion

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| **DATE:** | **REVISED BY:** | **REVISION:** |
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