

# Checklist for Receiving a New Prescription (collect information)

## A. Verification of Patient Demographics

- 1) Verify the patient's name and correct spelling
- 2) Obtained the following patient information:
  - Date of Birth
  - Gender (at birth)
  - Address
  - Telephone Number

## B. Verification of Insurance Coverage

- 1) Ask (if new)/Verify (if existing) if the patient has a prescription insurance card, coupon, or will be paying cash.

## C. Verification of Patient Health Information

- 1) Ask (if new)/Verify (if existing) if the patient has allergies to any medications
- 2) Ask (if new)/Verify (if existing) if the patient has any chronic health conditions

## D. Verification of Safety Cap Preference

- 1) Ask (if new)/Verify (if existing) if patient requests no safety caps. If yes, stamp the back of the Rx with safety cap waiver and have patient sign.

## E. Verification of Will Call Time

- 1) Verified if the patient will wait for prescription or pick up at a later time
- 2) Provided a wait time (1 hour) if the patient indicated that they'd wait for the prescription