



The Manitoba Pharmaceutical Association

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Guidelines for Manitoba Pharmacies wishing to participate in a Centralized Prescription Filling Process

1. This Document does not apply to hospital inpatients and does not pertain to the issue of manufacturing versus compounding
2. “Centralized prescription processing,” permitted under this guideline means the processing by a “central fill pharmacy” of a request, from another pharmacy, to prepare a drug order or to perform processing functions such as packaging medication to be dispensed pursuant to a prescription, performing drug utilization review, completing claims adjudication, obtaining refill authorizations and initiating therapeutic interventions.
3. The “patient contact pharmacy” is the pharmacy that bears the responsibility, under The Pharmaceutical Act, for receiving the order from the patient or their agent and delivering the medication to the patient and providing patient care.
4. The “central fill pharmacy” is responsible for packaging the medication and performing any other aspect of the prescription process under a contract or policy that binds it to the “patient contact pharmacy”.
5. The agreement binding the two pharmacies may take the form of a corporate policy if both pharmacies have a common ownership. The agreement must be a duly signed contract between pharmacies with different owners.
6. The agreement referred to in No. 5 must address the manner in which the process being undertaken complies with Canadian and Manitoba laws and regulations including The Personal Health Information Act and The Personal Information Protection and Electronic Documents Act. The agreement must also describe an audit trail identifying all individuals involved in the processing of each prescription.
7. Pharmacies involved in a centralized filling process must maintain a quality assurance program which objectively and systematically monitors the quality and appropriateness of patient care and continuously reviews this data to improve, maintain and support patient care.
8. Centralized prescription processing can only occur in and between Manitoba licensed pharmacies.
9. The label of a medication filled by a centralized prescription process must provide all the prescription label information as required by Pharmaceutical Regulation 19(1) and 19(2) for the “patient contact pharmacy”. The prescription label, an auxiliary label, a pamphlet included with the prescription or a code on the prescription label must inform that the prescription was packaged at a central fill pharmacy and indicate the name of the central fill pharmacy.
10. The “patient contact pharmacy” must inform the patient that prescriptions may be processed by a “central fill pharmacy”.