

**Standard Operating Procedure**  
Hematology- Oncology  
Ann Arbor VA Health System

<b>Title</b>	<b>Prescribing for Outpatients</b>
<b>ID/Version</b>	OutPharm/1.0
<b>Status</b>	DRAFT - Review and Approval Pending AAVAHS Hematology-Oncology Physicians and Nurses
<b>Dates</b>	Active: pending                      Expires: one year after activation
<b>Scope</b>	All prescribing in the ambulatory setting.
<b>Purpose</b>	This procedure specifies essential points for prescribing for outpatients including controlled and restricted agents.

**Procedure**

1. General Prescribing Follow these steps when prescribing for outpatients.
  1. Enter the prescription in CPRS. Enter the window or mail option as appropriate.
  2. Instruct the patient that after checking out from Heme-Onc:
    - If the patient wants to receive their medicine from the pick-up window, they must go to the Outpatient Pharmacy and take a number. This will get them in the queue to meet with the pharmacist. Their prescription will not be filled until they have done so. After they have met with a pharmacist, they will be advised to watch the monitors to see when it is ready.
    - If the patient wants their medicine mailed, they do not need to go to Pharmacy. It will be mailed the following day.
2. Controlled Substances All physicians working in Heme-Onc should obtain a VA controlled substances prescription pad from the pharmacy pick-up window. When using this, write clearly and write-out numeric quantities in parenthesis. The writer of the prescription and the signer must be the same person.
3. Restricted Items Specialized agents should be prescribed by a Heme-Onc attending or fellow. These include flutamide, goserelin, interferon, octreotide, filgrastim, cytotoxic chemotherapy agents, and any drug that present special risks or expense.
4. Chemotherapy All chemotherapy must be written by a Heme-Onc attending or fellow. All chemotherapy must be quality assured and co-signed by a second physician authorized to prescribe chemotherapy. Pre-printed chemotherapy orders should be used where available.

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