

FLORIDA DEPARTMENT OF CORRECTIONS  
OFFICE OF HEALTH SERVICES

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HEALTH SERVICES BULLETIN NO: **15.14.05**

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SUBJECT: INMATE PRESCRIPTION REFILLS / LEGEND STOCK MEDICATION

EFFECTIVE DATE: 11/17/17

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**I. PURPOSE:**

The purpose of this health services bulletin (HSB) is to delineate how inmates are to request refills, how to determine if medication is needed, how refill requests are sent to the cluster pharmacy, what to do if an inmate is out of medication while awaiting a refill, and how to issue stock medications.

*These standards and responsibilities apply to both Department staff and Comprehensive Health Care Contractor (CHCC) staff.*

**II. DEFINITION:**

Medication Information Sheet: is the part of the prescription label given to an inmate every time the inmate receives a medication. It contains the inmate's name, DC number, name of medication, prescription number, and pertinent information about the medication, if available.

Direct Observed Therapy: is the administration of medication to an inmate by medical staff approved to do such and the medical staff observing the ingestion of the medication. The administration of all oral medication is to be followed by an oral cavity check by staff to verify that the medication has been swallowed.

Stock Legend Medication: medication, which requires a practitioner's order, kept at institutions to be administered a dose at a time by nursing staff.

**III. ACTION:**

- A. Inmates are to be educated at the institutional level regarding the refill request process. This process will be accomplished utilizing the [Health Services Inmate Orientation Handbook](#) and the institutional information sheet provided during orientation at each institution. The process of obtaining or requesting refills will be reinforced each time an inmate receives a prescription.
- B. When an inmate requests a refill, the requesting inmate will present the medication information sheet to medical personnel. This should be done at least five (5) to seven (7) days in advance. The sheet will be given to medical personnel at the designated place and time listed in the inmate handbook.
- C. The assigned medical personnel will request the refill via the CIPS pharmacy system. If the refill number cannot be determined, the refill request may be submitted using the [DC4-521, Medication Refill Request](#). The assigned medical

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personnel will transcribe pertinent information from the medication information sheet onto [DC4-521, Medication Refill Request](#). The information transcribed will include the inmate's name, DC number, prescription number if available, and name of medication. The [DC4-521, Medication Refill Request](#) will be faxed to the assigned Regional Pharmacy. Facilities without access to CIPS, i.e. work camps, etc., should request all refills using the [DC4-521, Medication Refill Request](#) form.

- D. If there are no refills left on the inmate's prescription and it is determined that it would be detrimental to an inmate's health to wait until the next sick call for a prescription refill, the nurse will present the inmate's medical record to the practitioner for orders. The on-call physician will be contacted for orders during non-administrative hours. The on-call pharmacist will be contacted for further instructions if the medication ordered is not in stock.
- E. If an inmate is a routine EOS, INS detainee, or outside court, refer to instructions in [HSB 15.14.02, Prescription Orders](#).
- F. Stock legend medications can **only** be administered by a clinician's order.
- G. All legend stock medications will be issued via direct observed therapy (DOT). This includes new medication orders and stock medications needed to continue a prescription until the refill is received. These medications will be documented using [DC4-701A, Medication and Treatment Record](#) (medication administration record-MAR) based on the practitioner's medication order.
- H. New medication orders which require an immediate start will be so designated by the practitioner with a statement such as Start now, Start at once, or STAT. If the order does not indicate an immediate start, the medication will be started upon receipt from the pharmacy. Nursing staff will indicate on the prescription the time the first dose was given; the prescription shall then be faxed to the assigned pharmacy. The dispensing pharmacist will determine the correct number of doses to be sent to the inmate.

**IV. IMPLEMENTATION DATE:**

Each institution will implement this health services bulletin no later than 30 days after signature.

**V. RELEVANT FORMS:**

- A. [DC4-521, Medication Refill Request](#)
- B. [DC4-701A, Medication and Treatment Record](#)
- C. [HSB 15.14.02, Prescription Orders](#)
- D. [NI-010, Health Services Inmate Orientation Handbook](#)

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Health Services Director

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Date

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This Health Services Bulletin Supersedes:

TI 15.14.05 dated 12/19/01, and 4/29/04.  
HSB 15.14.05, 06/16/2011, and 04/11/2016.

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