

Kilimanjaro Christian Medical Centre
KCMC-Duke University Kilimanjaro AIDS Program
DIADS Clinical Research Site
Pharmacy Procedures

Procedure for Prescription Numbering

Introduction

Pharmacists will follow a uniform system for numbering CRS study products that are dispensed to patients. This system will allow each unique bottle or package of product to be identified on the Study Accountability Record.

A. Background

1. Each bottle or package of study product is recorded on the Study Accountability Record.
2. A separate record is kept for each unique product based on name, strength and dosage form. (Only one lot number is listed on each page, but the record continues from one lot number to the next.)

B. Rx numbering procedure

1. For each unique study and product (e.g A5202, efavirenz 600 mg tablets), the prescription numbering begins with “1” and increases numerically for each additional bottle or package of that supply that is dispensed. For example, the pharmacy receives a supply of efavirenz 600 mg tablets. The first entry on the Study Accountability Record is the receipt of the study drug. No prescription number is assigned. The second entry is for the first bottle dispensed; the prescription number is 1. The third entry is for the second bottle dispensed; the prescription number is 2.
2. This numbering system continues from one page to the next for the particular study and product even though lot numbers may change from page to page..
3. The numbering system starts over with prescription number 1 for the next product that is dispensed for a study (e.g Truvada/placebo tablets for A5202).

C. How to use the prescription to locate a unique bottle on the Study Accountability Record

1. The prescription label will contain, in addition to other information, the study number, the name of the product and the prescription number.
2. Select the correct study notebook.
3. Go to the section for the unique product on the label.
4. Find the line in the Study Accountability Record that has the prescription number that is on the label.

5. There will be duplicate prescription numbers, but only one prescription number for each bottle or package of a particular product for a particular study.