Section: Member Services		**Number:**	9.15.G.v3
Subject: Faxing Prescriptions		**Associated Document Form Number:**	
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PURPOSE

This purpose of this guideline is to inform Member sites and Telemedicine users that the Ontario College of Pharmacists (OCP)[1] and The College of Physicians and Surgeons of Ontario (CPSO)[2] have developed policies for the secure transmission of prescriptions, by fax or other means, to inform prescribers of best practices. Please note that the 'Personal Health Information Protection Act 2004' requires health information custodians to maintain the confidentiality of personal health information (PHI) and to implement appropriate safeguards to protect PHI. Member sites and Telemedicine users should also refer to their organizational policies regarding the faxing of any PHI.

GUIDELINE

The Ontario Telemedicine Network (OTN) recommends that medication prescribers at Member sites comply with the policies of the OCP and CPSO concerning the transmission of prescriptions, including by fax, and adhere to the following requirements:

1. Consultants conducting Telemedicine consultations must fax prescriptions directly to pharmacists and not the Telemedicine site, in accordance with the OCP policy[1].

2. Telemedicine sites hosting patients are not the prescriber site and therefore cannot validate a prescription from the pharmacy. All communication related to faxed prescriptions must be between the pharmacist and consultant.

3. Telemedicine sites hosting patients may choose to maintain a record of facsimile numbers for their local community pharmacies to share with consultants as required.

REFERENCES

1. Ontario College of Pharmacists: Policy on Faxed Prescriptions, March 2007

2. College of Physicians and Surgeons of Ontario (CPSO) policy: Prescribing Drugs, Transmitting a Prescription section, December 2012:
   https://www.cpso.on.ca/Physicians/Policies-Guidance/Policies/Prescribing-Drugs