



**South Dakota
Board of Pharmacy**

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WHAT: Board Policy Statement # 18-04-30

**WHY: POLICY STATEMENT ON REMOTE PICK-UP SITES INCLUDING AUTOMATED DEVICES
AND KIOSKS**

INTRODUCTION

The Board of Pharmacy recognizes that in rural areas it is often appropriate for retail pharmacies to have a remote “pick up” site to allow patients to obtain prescriptions, including controlled substances, close to their home without traveling to the pharmacy. The pick-up site may utilize a locked cabinet, drawer, or kiosk. This service can be especially helpful during inclement weather and for senior citizens. The pharmacy providing this convenience must develop good procedures to ensure confidentiality and security.

CRITERIA

The following Guidelines shall apply:

Any pharmacy that desires to maintain a remote prescription “pick-up” site must submit the following information to the Board of Pharmacy before establishing the site:

1. The name, address, and license number of the pharmacy responsible for the remote “pick-up” site
2. Name of the pharmacist in charge responsible for the locked cabinet, drawer, or kiosk at each site
3. The name and address of each site
4. A copy of the operating procedures and security requirements for the site
5. A sample of logs and forms used at the site

The board will review the request and provide written approval if the requirements and procedures meet standards that ensure security and patient safety.

Requirements for the “Pick Up” Site

1. The site must have a locked cabinet, drawer, or secure kiosk for storing the prescriptions.
2. Only designated staff that are trained shall have access to the locked cabinet, drawer, or kiosk.

Procedures at the "Pick-up" Site for Locked Cabinets or Drawers

1. Prescriptions stored at the site will be placed in the locked cabinet or drawer immediately upon delivery to the location.
2. Only the patients name will be listed on the outside of the prescription bag. The receipt with protected health information will be inside of the stapled bag. If someone other than the patient will be picking up the prescription, the name will also be listed on the bag.
3. The identity of the patient (or other person) must be verified. If not personally known by the clerk – driver’s license or other photo ID must be checked.
4. The person picking up the prescription will sign the receipt or log.

5. A designated employee will inventory the prescription bags at least weekly and provide a list of unclaimed bags to the pharmacy.

Procedures at the "Pick-up" Site for Kiosks

1. Prescriptions are filled and verified by a licensed pharmacist at the dispensing pharmacy.
2. Only designated staff that are trained shall have access to the secure kiosk.
3. Patients access the kiosk using a unique identifier to pick-up their prescriptions.

Requirements for the Pharmacy

1. For locked cabinets and drawers, the pharmacy may place controlled substances within the prescription bag but may have no markings designating what is in the bag.
2. The pharmacy shall maintain a list of all employees at the "pick-up" site who will be responsible for the prescriptions. The pharmacy shall review the guidelines and procedures with each employee and document the date of the review.
3. A log shall be maintained in the Pharmacy of all prescriptions delivered to the site. The log shall include documentation of counseling.
4. The pharmacy will provide a paper or electronic log to the site for tracking and recording all prescription bags delivered to and picked up from the site.
5. The pharmacy shall conduct and document regular visits to the site to ensure compliance with procedures and guidelines.

BOARD APPROVAL/ADOPTION: April 30, 2018