

16.19.6.29 REMOTE PHARMACY TECHNICIAN DATA ENTRY SITES:

A. General requirements.

(1) A New Mexico licensed pharmacy located in New Mexico may employ one or more certified pharmacy techs for the purpose of data input in remote practice sites provided that all security requirements are met.

(2) All Pharmacy Technicians employed to work at a remote data entry practice site must be registered as a certified pharmacy technician with the board and have a minimum of 2 years' experience performing data entry functions as a certified pharmacy tech.

(3) All remote pharmacy technician data entry sites will operate under a New Mexico licensed pharmacy located in New Mexico under the authority of its pharmacist-in-charge.

(4) No drug inventory shall be kept at any remote pharmacy technician data entry site and no dispensing shall take place from a remote pharmacy technician data entry site.

(5) All remote pharmacy technician data entry sites will have a procedure for identifying the pharmacy technician and the pharmacist responsible for each aspect of the prescription preparations.

(6) All remote pharmacy technician data entry sites will have quality monitoring and improvement programs in place

B. Personnel.

(1) The pharmacist-in-charge:

(a) shall provide a written policy and procedure document outlining the operation and security of each remote pharmacy technician data entry sites location; the document shall be available at each practice site;

(b) shall keep a continuously updated list of all remote pharmacy technician data entry sites to include address, phone number and hours of operation for each site; the record shall be retained as part of the records of the licensed pharmacy;

(c) is responsible for ensuring that the New Mexico licensed pharmacy and each remote data entry pharmacy technician has entered into a written agreement outlining all conditions and policies governing the operation of the remote site;

(d) shall ensure that all computer equipment used at the remote site is in good working order, provides data protection and complies with all security and HIPAA requirements.

(2) data entry pharmacy technician:

(a) shall be a certified pharmacy technician registered with the board;

(b) Shall have a minimum of 2 years' experience performing data entry functions as a certified pharmacy tech.

(c) shall be trained in the use of all equipment necessary for secure operation of the remote site.

C. Operations.

(1) If the remote pharmacy technician data entry sites is located within a home there must be a designated area in which all of the pharmacy technicians work will be performed.

(2) All computer equipment used at the remote pharmacy technician data entry sites must be able to establish a secure connection which the site is operating. Remote equipment must be configured so that patient information is not stored at the remote site electronically or in printed form.

(3) Computer equipment may only be used for remote pharmacy technician data entry. No other use of equipment will be allowed.

(4) Computer equipment must be locked or shut down whenever the pharmacy technician is absent.

(5) All remote pharmacy technician data entry sites are subject to unannounced inspection by representatives of the New Mexico board of pharmacy during established hours of operation.

D. Security.

(1) Remote pharmacy technician data entry sites shall have adequate security to maintain patient confidentiality.

(2) Must utilize equipment that prevents unauthorized storage or transfer of patient information.

(3) If the remote site is in a home, the equipment must be located in a designated area where patient information cannot be viewed by anyone other than the remote pharmacy technician.