



RACGP

## *RACGP e-health unit*

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Policy template

Practice policy on the use of electronic transfer of prescriptions (ETP)

The Royal Australian College of General Practitioners

The Royal Australian College of General Practitioners has developed a range of draft policy templates for general practices to adapt to their individual practice needs when registering and complying with the requirements for the eHealth Practice Incentive Program (ePIP).

The policy templates cover:

- secure messaging delivery
- clinical coding terminologies
- electronic transfer of prescriptions.

These policies are to be used as a guide and must be individualised to suit your organisation's particular needs. Do not implement these policies without first considering the specific needs of your organisation.

The policy templates have been developed with current knowledge as of January 2013. The College recommends that these policies will need to be regularly reviewed as new information comes to light and with the planned release, in June 2013, of the RACGP Computer and information security standards (CISS) second edition and CISS workbook.

In relation to all other computer and information security issues, until the release of the second edition of CISS, practices are advised that the current edition of the CISS (2011) is still best practice in providing guidance in information and security protection.

## *Disclaimer*

*The information set out in this document is intended for use as a guide of a general nature only and may or may not be relevant to particular practices or circumstances. Nor is this document exhaustive of the subject matter. Persons adopting or implementing any procedures and/or recommendations contained in this document must exercise their own independent skill or judgement or seek appropriate professional advice relevant to their own particular circumstances when so doing. While the text is directed to health professionals possessing appropriate qualifications and skills in ascertaining and discharging their professional (including legal) duties, it is not to be regarded as clinical advice and compliance with any procedures and/or recommendations cannot of itself guarantee discharge of the duty of care owed to patients and others coming into contact with the health professional and the premises from which the health professional operates.*

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## *Name of practice:*

### *Practice policy on the use of electronic transfer of prescriptions (ETP)*

#### **Purpose**

To ensure the majority of prescriptions generated by our practice are sent electronically to a prescription exchange service (PES).

#### **Related standards**

**RACGP Standards for general practice, fourth edition – Criterion 5.3.1, p. 113**

*Safe and quality use of medicines: Our clinical team prescribes, dispenses and administers appropriate medicines safely to informed patients.*

#### **Background and rationale**

Electronic medication management (eMM) enables all stages of the prescribing, dispensing and supply of medicines to be completed electronically. Electronic medication management has the potential to reduce errors and adverse medication outcomes. ETP is an essential part of electronic medication management.

Our practice supports a prescribing process where the prescription is generated electronically, encrypted and authenticated via an organisational digital electronic signature and transmitted securely for dispensing by a pharmacy.<sup>1</sup>

#### **Practice procedure**

Our practice:

- ensures that all prescribers use, where appropriate, ETP as a component of their prescribing process and has selected software from the PIP eHealth Product Register<sup>2</sup> for the ETP
- provides practice-based education and skills training to all staff to ensure competency in the use of the ETP.

#### **Software requirements**

The ETP software used in our practice is:

(Record ETP software here)

#### **Staff responsibility**

It is the responsibility of all healthcare prescribers to use, where appropriate, ETP as part of their prescribing process.

It is the responsibility of all administrative staff to support the use of ETP by undertaking any administration tasks involved in the maintenance or use of the ETP software. When any problems arise with the ETP software within our practice, the appropriate software vendor and/or the company providing IT support for the practice, will be contacted to assist in resolving the problem in a timely manner.

#### **Related resources**

RACGP *Standards for general practices*, fourth edition

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<sup>1</sup> Note the certificates being used for the current version of ETP is a Human Services Claims and Payments certificate

<sup>2</sup> PIP eHealth Product Register, National E-Health Transition Authority. Available at: <https://epipregister.nehta.gov.au/> [accessed 11 January 2013].

[www.racgp.org.au/your-practice/standards/standardsforgeneralpractices/](http://www.racgp.org.au/your-practice/standards/standardsforgeneralpractices/)

RACGP *Computer and information security standards* (CISS) and workbook (2011)

[www.racgp.org.au/your-practice/e-health/cis/ciss/](http://www.racgp.org.au/your-practice/e-health/cis/ciss/)

PIP eHealth Product Register

[www.nehta.gov.au/pip](http://www.nehta.gov.au/pip)