

**Virginia Board of Pharmacy**  
**Transferring Valid Orders between Medical Equipment Suppliers**

A valid order authorizing the dispensing of drugs or devices may be transferred from one medical equipment supplier to another medical equipment supplier provided the order can be filled or refilled. The transfer should be communicated either orally by direct communication between an individual at the transferring medical equipment supplier and the receiving medical equipment supplier, or by facsimile machine or by electronic transmission.

The transferring medical equipment supplier should:

- a. Record the word "VOID" on the face of the invalidated order;
- b. Record on the reverse of the invalidated order the name and address of the medical equipment supplier to which it was transferred, the date of the transfer, and for an oral transfer, the name of the individual receiving the prescription information and the name of the individual transferring the information; and,

The receiving medical equipment supplier should:

- a. Write the word "TRANSFER" on the face of the transferred prescription.
- b. Provide all information required to be on a valid order to include:
  - (1) Date of issuance of original order;
  - (2) Original number of refills authorized on the original order;
  - (3) Date of original dispensing, if applicable;
  - (4) Number of valid refills remaining and date of last dispensing;
  - (5) Medical equipment supplier name and address from which the order information was transferred; and
  - (6) Name of transferring individual, if transferred orally.

Both the original and transferred order should be maintained for a period of two years from the date of last refill. In lieu of recording the required information on the hard copy of a valid order, a medical equipment supplier may record all required information in an automated data processing system used for storage and retrieval of dispensing information.

*Related statute and regulation:*

**§ 54.1-3435.2. Permit to act as medical equipment supplier; storage; limitation; regulations.**

*A. Unless otherwise authorized by this chapter or Chapter 33 (§ 54.1-3300 et seq.) of this title, it shall be unlawful for any person to act as a medical equipment supplier, as defined in § 54.1-3401, in this Commonwealth without a valid unrevoked permit issued by the Board. The applicant for a permit to act as a medical equipment supplier in this Commonwealth shall apply to the Board for a permit, using such form as the Board may furnish; renew such permit, if granted, annually on a date determined by the Board in regulation; and remit a fee as determined by the Board.*

*B. Prescription drugs received, stored, and distributed by authority of this section shall be limited to those Schedule VI controlled substances with no medicinal properties which are used for the operation and cleaning of medical equipment, solutions for peritoneal dialysis, and sterile water and saline for irrigation.*

*C. Distribution of any Schedule VI drug or device or of any hypodermic needle or syringe, or medicinal oxygen by authority of this section is limited to delivery to the ultimate user upon lawful order by a prescriber authorized to prescribe such drugs and devices.*

*D. The Board may promulgate such regulations relating to the storage, handling, and distribution of prescription drugs, devices and controlled paraphernalia by medical equipment suppliers as it deems necessary to implement this section, to prevent diversion of prescription drugs and devices and controlled paraphernalia, and to protect the public.*

**18VAC110-20-680. Medical equipment suppliers.**

*A. A medical equipment supplier's location shall be inspected by the board prior to engaging in business. The location shall be clean and sanitary and shall have a system of temperature control to provide for specified storage conditions for any Schedule VI drug or device.*

*B. Hypodermic needles and syringes and Schedule VI drugs shall not be placed on open display or in an open area where patrons will have access to such items. No Schedule VI devices shall be placed in an area where responsible parties cannot exercise reasonable supervision and control.*

*C. A medical equipment supplier shall receive a valid order from a practitioner prior to dispensing and shall maintain this order on file on the premises for a period of two years from date of last dispensing.*

*The original order may be kept at a centralized office as long as it is readily retrievable within 48 hours and a copy of the order is kept on the premises of the dispensing supplier. In lieu of a hard copy, an electronic image of an order may be maintained in an electronic database provided it preserves and provides an exact image of the order that is clearly legible and made available within 48 hours of a request by a person authorized by law to have access to prescription information.*

*D. Medical equipment suppliers shall make a record at the time of dispensing. This record shall be maintained on the premises for two years from date of dispensing and shall include:*

- 1. Name and address of patient;*
- 2. Item dispensed and quantity, if applicable; and*
- 3. Date of dispensing.*