



Security of Physical Pharmacy Space

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| Policy Number: 06.022 | Policy Title: Avel eCare Pharmacy Security of Physical Pharmacy Space | |
| Policy Owner: Andrea Darr | Policy Category: Pharmacy | |
| Effective Date: 11/1/2021 | Last Review Date: | |
| Covered Organizations: Avel eCare, LLC, Avel eCare Medical Group, PC, and affiliated staff | | |
| Attachment: | Procedure: | Related Policy: |

PURPOSE

To identify processes and procedures to assure the security of the pharmacy and to comply with Texas Administrative Code rule 291.33(b)(2)(E).

SCOPE

This Security of Physical Pharmacy Space policy applies to Avel eCare, LLC, Avel eCare Medical Group, PC and affiliated staff.

POLICY

Avel eCare Pharmacy, as a provider of remote pharmacy services to hospitals and health care facilities, does not purchase, store, prepare, or stock any medications, drug products, or prescription dispensing supplies. Our services are provided 24/7/365 with at least one pharmacist on duty at any given time, thus, no opening or closing of the pharmacy occurs.

Building security includes security lights outside the building perimeter, video monitoring of the main entrance and badge access at each entry point. During business hours of 8 am to 5 pm Monday through Friday, the main entry in Sioux Falls is open to the public, but monitored by eCare staff and visitors sign in to the building. After hours entry or entry through employee doors require a security badge for access. The entrance to the San Antonio, TX eCare office suite is locked at all times with badge access required for entry.

Procedure:

1. Pharmacy staff will use badge readers to gain access to the pharmacy.
2. If anyone requests access to the pharmacy, pharmacy staff should attempt to identify the visitor and the purpose of the visit. Unidentified visitors should not be admitted. For security concerns or in case of an emergency, the employee should call 911 for assistance.
3. At all times, pharmacy employees should safeguard all patient data by following HIPPA-compliant work processes.

RELATED DOCUMENTS

None

DEFINITIONS

Avel eCare – includes all Avel eCare owned, leased, sponsored, joint venture and managed entities including both patient care and operational entities.

REFERENCES

None

REVISION HISTORY

| Revision Number | Revision Summary | Submitted By | Submission Date | Approval Date | Approved By |
|-----------------|----------------------------------|--------------|-----------------|---------------|-------------|
| 1 | Transfer policy from Avera eCARE | Pharmacy | 11/1/2021 | 11/1/2021 | A. Darr |

This policy was developed as a guide for the delivery of telehealth services and is not intended to define the standard of care. This policy should be used as a guide for the delivery of service, although originating site or Avera eCare personnel may deviate from this guide to provide appropriate individualized care and treatment for each patient.