Practice Incentive Payment (PIP)

## Practice Incentive Program eHealth Incentive (ePIP)

Requirement 4— Electronic Transfer of Prescriptions

The practice must ensure that the majority of their prescriptions are sent electronically to a Prescription Exchange Service (PES).

The Royal Australian College of General Practitioners (RACGP) 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 Practice Incentive Program eHealth Incentive (ePIP).

The policy templates cover:

* secure messaging capability
* data records and clinical coding terminologies
* electronic transfer of prescriptions
* participating in the My Health Record.

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

The policy templates have been developed with current knowledge as of April 2016. The RACGP recommends that these policies be reviewed regularly.

[insert practice name] *Practice policy on the use of electronic transfer of prescriptions (eTP)*

Current as of: [insert date of last revision]

Version No:

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

**Background**

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.

**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 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 that provide 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* *(4th edition)*

<http://www.racgp.org.au/your-practice/standards/standards4thedition/>

RACGP *Computer and information security standards (2nd edition)*

<http://www.racgp.org.au/your-practice/ehealth/protecting-information/ciss/>

PIP eHealth Product Register

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

RACGP Electronic transfer of prescriptions (eTP) RACGP information

<http://www.racgp.org.au/your-practice/ehealth/additional-resources/etp/>

Disclaimer

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