Signature Exempt Prescriptions – Frequently Asked Questions

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What are Signature Exempt Prescriptions?

Signature Exempt Prescriptions are electronic prescriptions that do not require a physical wet ink signature from an authorised prescriber.

For general practices and others that have access to a prescribing system that is integrated to the New Zealand Electronic Prescription Service, there is an enduring Director-General of Health waiver that permits Signature Exempt Prescriptions if certain conditions are met. The section below, NZePS Signature Exempt Prescriptions (with barcode) provides guidance for prescribers, community pharmacies and vendors on how to generate, send and manage prescriptions without a signature that have been made valid under this waiver.

For systems and settings where NZePS is not currently an option e.g. hospital discharge and outpatient prescribing, community prescribing from dentists, midwives, allied health clinicians and prescribers at general practices using Profile or Best Practice there is a temporary waiver which recognises prescriptions not signed personally by a prescriber with their usual signature, as legal when certain conditions are met. These conditions and guidance on how to manage these prescriptions can be found in the section Temporary Exemption from Signatures on Prescriptions without NZePS (no barcode). This permission and ability will now expire on 24 September 2020.

For questions about the content below please email onlinehelpdesk@health.govt.nz

NZePS Signature Exempt Prescriptions (with barcode)

How can I generate a Signature Exempt Prescription?

The following conditions must be met for a signatureless prescription with an NZePS barcode to be valid:

• The prescription does not include Controlled Drugs (Class A, B or C) but can include exempt and partially exempt Class C Controlled Drugs as defined by the Misuse of Drugs Act 1975 (see Appendix 2 for Class C Controlled Drugs that are NOT exempt or partially exempt)

• The system that generates the prescription has been authorised by the Ministry of Health for Signature Exempt Prescriptions. The following systems have currently been certified to pilot this capability:
  o MedTech32, MedTech Evolution
  o MyPractice
  o Indici
  o Medimap.

For these prescriptions to be valid, the pharmacy must use the barcode at the point of dispensing otherwise the signed original prescription is required.

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If you currently use Medtech 32 or Medtech Evolution, MyPractice, Indici or Medimap and you’re not already on NZePS (i.e. generating prescriptions with an NZePS barcode), please contact onlinehelpdesk@health.govt.nz with NZePS in the subject line to begin the process of prescribing with NZePS.

This waiver is enduring, unlike the temporary waiver for non NZePS systems, and will not be revoked when the Epidemic Preparedness (COVID-19) Notice 2020 expires or is revoked.

Why can’t I generate a Signature Exempt Prescription for a Controlled Drug?

Regulations relating to the prescribing and dispensing of Controlled Drugs are covered by the Misuse of Drugs Act which the Director-General does not have the authority to waive.

Controlled Drugs (Class A, B and C – except for exempt or partially exempt Class C Controlled Drugs, as defined by the Misuse of Drugs Act, are not covered by the waiver provisions of the Medicines Regulations 1984 and must still meet the regulations:

- NZePS Class A, B and Class C prescriptions require a physically signed prescription to be sent to pharmacy within 2 working days of the prescription date, unless it is an exempt or partially exempt Class C Controlled Drug, as defined by the Misuse of Drugs Act 1975.
- Non-NZePS Class B controlled drugs require the Controlled Drug triplicate forms to be completed and sent to pharmacy.

Exempt or partially exempt Class C Controlled Drugs, as defined by the Misuse of Drugs Act 1975, are covered by these Signature Exempt waivers. See Appendix 2 for Class C Controlled Drugs that are NOT exempt or partially exempt.

With the Signature Exempt Prescription waiver why can’t Class C and non-Controlled Drugs be on the same prescription form as in the past?

The Signature Exempt Prescription waiver does not apply to Controlled Drugs as the Misuse of Drugs legislation requires prescriptions for all Controlled Drugs, including Class C, to be on a paper prescription and signed physically, by the prescriber, in their own handwriting.

The only exceptions to this are exempt or partially exempt Class C Controlled Drugs which can be treated in the same way as non-controlled drugs.

Why do I need to send the original for either faxed or scanned and emailed barcoded prescriptions for Class C controlled drugs (except for exempt or partially exempt) when I never used to in the past?

This has always been the requirement. All existing waivers to the Medicines Regulations, including the waiver which has enabled faxed prescriptions to be accepted as valid, did not apply to Controlled Drugs, including Class C Controlled Drugs (NOT exempt or partially exempt).

For faxed or scanned and emailed barcoded prescriptions for Controlled Drugs, including Class C (NOT exempt or partially exempt), the signed, original prescription is still required.
Confusion seems to have arisen when the requirement for a triplicate prescription form (H572) to prescribe Class B Controlled Drugs was eliminated, if NZePS was used to prescribe Class B Controlled Drugs.

**Which general practice management systems (GP PMS) have been approved for Signature Exempt Prescriptions?**

The following primary care systems have been approved to pilot Signature Exempt Prescriptions:

- MedTech32, MedTech Evolution
- MyPractice
- Indici
- Medimap.

Intrahealth, with its Profile for Windows and Profile for Mac, and Best Practice Software are not integrated to the NZePS and cannot produce Signature Exempt Prescriptions under this waiver. Users will be able to generate signatureless prescriptions under the temporary waiver if the conditions set out in the section **Temporary Exemption from Signatures on Prescriptions without NZePS (no barcode)** are met.

**As a pharmacist, is it legal for us to receive a Signature Exempt Prescription?**

Under the current Director-General of Health waiver, a prescription without the physical, wet ink signature of an authorised prescriber is valid if:

- the prescription is for non-controlled drugs, or for exempt and partially exempt Class C controlled drugs ONLY; and
- the prescription is a NZePS barcoded prescription; and
- the barcode is used at the point of dispensing at the pharmacy; and
- the prescription is sent from a system authorised by the Ministry of Health.

If these conditions are not met, under regulations, you will still need to receive the signed original prescription from the prescriber. Below are examples of valid, signature exempt NZePS prescriptions.
The electronic prescription has an NZePS barcode which is used at the point of dispensing at the Pharmacy. This barcode may currently be either on the top of the prescription or the bottom.

On some electronic prescriptions, a label for “Signature Exempt” may appear on the signature line. Even if this label is not present, this prescription is still legal.

How can I send a Signature Exempt Prescription to a pharmacy directly?

There are a number of available secure channels to send a Signature Exempt Prescription directly to a pharmacy:

- The following systems allow you to attach the Signature Exempt Prescription to an email to send it to the community pharmacy on behalf of the patient:
  - MedTech32, MedTech Evolution
  - MyPractice
  - Indici and
  - Medimap.

- Some PMS systems and practices are also able to use Healthlink (including Healthlink’s Secure Script product) to send the prescription to a pharmacy that also has a Healthlink EDI (mailbox). Practices should check with the pharmacy first to ensure that it is able to receive Healthlink messages or Secure Scripts.

- Group Healthcare’s reScript product is also able to send a Signature Exempt Prescription to a community pharmacy that the patient chooses.

- In the Canterbury DHB region, prescriptions can also be sent to a pharmacy using the Electronic Request Management System (ERMS).


Why does my GP Practice Management System need to be integrated to NZePS for me to do Signature Exempt Prescriptions?

An NZePS barcoded prescription has controls that reduce the risk of a prescription being fraudulently generated or altered. It also prevents the prescription from being dispensed multiple times at different pharmacies. These controls have enabled the change in regulations to allow prescriptions for non-controlled drugs to be valid, even without signatures.

There are additional benefits over and above security that the NZePS offers to prescribers including:

- Improved safety as electronic prescriptions using the NZ Universal List of Medicines are precise, unambiguous, coded and interpretable by other systems
- Not having to handwrite prescriptions for the triplicate controlled drug prescription form (H572) for Class A and B controlled drugs so long as the prescription has a barcode and is electronically generated by the controlled drug prescriber from an approved system such as NZePS (the barcode must also be used at the point of dispensing at the pharmacy)

Updated 23 July 2020
Not having to send original prescriptions for barcoded prescriptions that are for non-controlled drugs and exempt/partially exempt Class C controlled drugs when a copy of the barcoded prescription is sent, via secure email or other forms of secure messaging, to the pharmacy

- Enables prescribers to address issues of patient medicines adherence by having the ability to choose to receive notification when a patient’s medicines have not been dispensed
- Improves quality of patient medication history information as the status of the prescription can be viewed in the prescriber’s PMS e.g. Dispensed, Repeats remaining
- Reduces calls from pharmacies querying prescriptions as the prescriber can write a ‘Comment for a Pharmacist’ when prescribing (Medtech and Indici).

**How can I electronically prescribe from home?**

The PMS vendors have created training material on how to:

- access your PMS from home or other locations;
- generate a PDF of a prescription which can be attached to your practice email address and sent to a pharmacy;
- print from home, or any location, should you need to physically sign a prescription (e.g. prescriptions for all controlled drugs – Class A, B and Class C – with the exception of Class C exempt or partially exempt controlled drugs).

Please contact your PMS vendor to access this guidance.

**Where can I find the email address of a community pharmacy?**

The contact details of community pharmacies can be found on Healthpoint ([www.healthpoint.co.nz](http://www.healthpoint.co.nz))

Some PMS systems have updated their address books with the email addresses of community pharmacies from Healthpoint.

**As a pharmacist, should I use a different email address for prescriptions?**

Separating the prescriptions emailed to your pharmacy helps you to:

- monitor one mailbox for incoming prescriptions
- manage emailed prescriptions that have already been printed and dispensed.

Healthpoint has now provided pharmacy a separate field for prescription email addresses.


You may also wish to contact the general practices in your vicinity to ensure they have your up to date prescription email address so that they can update their practice address books.
How can I trust that an email address is secure?

It is important to be vigilant and ensure you are confident that you are sending or receiving prescriptions from a valid general practice or pharmacy email address. If you have any doubts you can:

- check Healthpoint for the email address. Healthpoint is currently contacting every pharmacy to update their prescription email addresses;
- if the email address is not on Healthpoint, then phone the practice or pharmacy to confirm.

Some PMS systems are working on updating their address books directly from Healthpoint.

Temporary Exemption from Signatures on Prescriptions without NZePS (no barcode)

How can I generate a Signature Exempt Prescription?

Any systems that cannot integrate with the NZePS yet, but that include all of the required information under this waiver, can be used to generate a prescription. This includes but is not limited to: e.g. hospital discharge and outpatient prescribing, community prescribing from dentists, midwives and allied health clinicians. This temporary waiver recognises prescriptions not signed personally by a prescriber, with their usual signature, as legal when all the following conditions are met:

- The prescription is generated and/or sent by an electronic system that requires the prescriber to log on with a unique ID and password
- The prescription does not include Controlled Drugs (Class A, B or C) but can include Class C exempt or partially exempt controlled drugs as defined by the Misuse of Drugs Act 1975. See Appendix 2 for Class C Controlled Drugs (NOT exempt or partially exempt).
- The prescription includes all of the following:
  - The prescriber’s registration authority number (e.g. MCNZ) that uniquely identifies the prescriber
  - The contact details of the prescriber to enable the pharmacy to contact the prescriber to verify, identify or request amendments to the prescription and
  - The following statement “This prescription meets the requirement of the Director-General of Health’s waiver of March 2020 for prescriptions not signed personally by a prescriber with their usual signature”.
- The prescription must be in a format that cannot be easily altered by anyone other than the prescriber (e.g. PDF, photograph) and
- The prescription must be sent directly to the community pharmacy using a secure, electronic system that identifies the prescriber’s name and facility. The following would satisfy this requirement:
  - A secure email system that identifies the prescriber and the healthcare facility through its email address. Secure email is defined in the Secure Digital Communications within the NZ Health & Disability Sector Implementation Guidance, June 2019

Updated 23 July 2020
- A secure clinical communication system that links prescriber and pharmacies such as the Electronic Request Management System
- A fax from a number that is recognised by the pharmacy as a valid prescriber.

- The electronic prescription and the message are kept on file and submitted as required by the Integrated Community Pharmacy Services Agreement (ICPSA) as a criterion for payment.

This waiver will expire on 24 September 2020.

**Why can’t I generate a Signature Exempt Prescription for a Controlled Drug?**

Regulations relating to the prescribing and dispensing of Controlled Drugs are covered by the Misuse of Drugs Act which the Director-General does not have the authority to waive.

Controlled Drugs (Class A, B and C) as defined by the Misuse of Drugs Act are not covered by the waiver provisions of the Medicines Regulations 1984 and must still meet the regulations:

- NZePS Class A, B and Class C prescriptions require a physically signed prescription to be sent to pharmacy within 2 working days of the prescription date, unless it is an exempt or partially exempt Class C Controlled Drug as defined by the Misuse of Drugs Act 1975.
- Non-NZePS Class B prescriptions (no barcode) require the Controlled Drug triplicate forms to be completed and sent to pharmacy.

Exempt or partially exempt Class C Controlled Drugs as defined by the Misuse of Drugs Act 1975 are covered by these Signature Exempt waivers. See Appendix 2 for Class C Controlled Drugs (NOT exempt or partially exempt). Class A and B drugs will continue to require a signed triplicate prescription form (H572) if not prescribed via NZePS. Class C (NOT exempt or partially exempt controlled drugs) will require a signed prescription form but do not require a triplicate prescription form (H572).

**Where can I find a list of Class A, B, C exempted and partially exempt drugs?**

The Universal List of Medicines has the classifications of most drugs. If the NZULM has not been integrated into your prescribing systems, you can also search for a medicine online by going to [https://info.nzulm.org.nz/](https://info.nzulm.org.nz/)

Example of Drug Classification on NZULM (under the MS (Medsafe) tab)

```
Codeine Phosphate (Douglas) 15 mg tablet: film-coated, 100 tablets, bottle

Registered Details
Product

Codeine Phosphate
bottle glass, (100 tablets)

Legal Classification
Class C2 Controlled Drug
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Controlled Drugs are also listed in the following schedules of the Misuse of Drugs Act 1975 which can be accessed online:

- **Class A – Schedule 1**
  

Updated 23 July 2020
• Class B – Schedule 2

• Class C – Schedule 3
Appendix 2 of this FAQ also has a list of Class C controlled drugs.

• Exempt and partially exempt Class C Controlled Drugs are defined in the Misuse of Drugs Regulations 1977 in Schedule defined by the Misuse of Drugs Act 1975
  o Exempt Class C controlled drugs listed in Part 6 of Schedule 3
  o Partially Exempt Class C Controlled Drugs that is named in clauses 1 to 5 of Part 3 of Schedule 3 of the Act
    http://www.legislation.govt.nz/act/public/1975/0116/latest/DLM436723.html#DLM436732 or a preparation of pseudoephedrine that is named in clause 6 of Part 3 of Schedule 3 of the Act or in a modified or sustained release formulation that delivers no more than 240 mg of pseudoephedrine in a 24-hour period.

Can I send handwritten scripts as Signature Exempt Scripts?

No, handwritten scripts must be signed by the authorised prescriber.

As a pharmacist, is it legal for us to receive a prescription without a signature?

Under the temporary Director-General of Health waiver, a prescription without the physical, wet ink signature of an authorised prescriber is valid if it meets the conditions set out under the question above: How can I generate a Signature Exempt Prescription?

The example prescription below shows an example of a valid non-barcoded prescription (non-NZePS) without a signature, under this temporary waiver, if it is also sent in a format that cannot be easily altered by anyone other than the prescriber (e.g. PDF, photograph) AND sent directly to the community pharmacy using a secure, electronic system that identifies the prescriber name and facility.
What systems can I use to generate or send Signature Exempt Prescriptions to a pharmacy under this temporary waiver?

Any systems or processes that include all of the required information under this waiver can be used to generate a prescription. This includes but is not limited to:

- prescriptions generated by hospital-based systems e.g. SMT (Orion’s Soprano Medical Templates)
- MS Word documents (but these need to be converted and sent in a format that is difficult to alter e.g. PDF).

There are some key requirements that must be met in systems and processes that send the prescription including:

- be sent in a format that is difficult for anyone other than the prescriber to amend. This can include:
  - PDF
  - Fax
Photograph

- be sent through a secure electronic communication system e.g.
  - Fax
  - Secure email (Secure email is defined in the Secure Digital Communications within the NZ Health & Disability Sector Implementation Guidance, June 2019

- ensures that only authorised prescribers are able to send and that clearly identifies the prescriber and their healthcare facility.

Where can I find the email address of a community pharmacy?

The contact details of community pharmacies can be found on Healthpoint ([www.healthpoint.co.nz](http://www.healthpoint.co.nz)). Some PMS systems have updated their address books with the email addresses of community pharmacies.

As a pharmacist, should I use a different email address for prescriptions?

Separating the prescriptions emailed to your pharmacy helps you:
- monitor one mailbox for incoming prescriptions
- manage emailed prescriptions that have already been printed and dispensed.

Healthpoint have now provided pharmacy a separate field for prescription email addresses.


You may also wish to contact the general practices in your vicinity to ensure they have your up to date prescription email address so that they can update their practice address books.

How can I trust that an electronic address I receive a prescription from is secure?

It is important to be vigilant and ensure you are confident that you are sending or receiving prescriptions from a valid general practice or pharmacy email address. If you have any doubts check:
- Healthpoint for the email address. Healthpoint is currently contacting every pharmacy to update their prescription email addresses
- if the email address is not on Healthpoint, then phone the practice or pharmacy to confirm
- if an alternative system is used to send the prescription e.g. The South Island Electronic Request Management System (ERMS), Healthlink, then it should clearly identify the prescriber and the facility.

Updated 23 July 2020
Some PMS systems are working on updating their address books directly from Healthpoint.

**How will I know if the temporary waiver is still in force?**

The Temporary Signature Exempt Prescription waiver without NZePS (no barcode) **will expire** on 24 September 2020.

END
Appendix 1

PRESCRIBING WITHOUT A SIGNATURE

Prescription Using NZePS

Key Requirements

- prescription must not be for Controlled Drugs (Class A, B or C) (unless for a Class C exempt or partially exempt controlled drug)
- prescription is a NZePS barcoded prescription
- prescription is issued from system authorised by the Ministry of Health for electronic prescribing
- barcode on the prescription is used at the point of dispensing at community pharmacy.

How can I spot a legal Signature Exempt Prescription?

Signature Exempt Prescriptions will have an NZePS barcode. Some may have the text “Signature Exempt” on the signature line, and others may not yet have this. But the presence of the NZePS barcode that can be used at the point of dispensing at the pharmacy is the definitive sign that a prescription is now legal, even if it doesn’t have a signature.

The electronic prescription has an NZePS barcode which is used at the point of dispensing at the Pharmacy. This barcode may currently be either on the top of the prescription or the bottom.

On some electronic prescriptions, a label for “Signature Exempt” may appear on the signature line. Even if this label is not present, this prescription is still legal.
Electronic Prescription Direct to Pharmacist for Non-NZePS systems (during the COVID-19 pandemic)

Key Requirements

Details of prescription:

- Prescription must not include Controlled Drugs (Class A, B or C) (with the exception of Class C exempt or partially exempt controlled drugs)
- Prescription contains the prescriber’s registration authority number
- Prescription contains contact details of the prescriber
- Prescription must contain statement “This Prescription meets the requirement of the Director-General of Health’s waiver of March 2020 for prescriptions not signed personally by a prescriber with their usual signature”.

How to issue?

- Prescription must be generated by an electronic system that requires the prescriber to log on with a unique ID and password
- Prescription must be in a format that cannot be easily altered e.g. PDF, photograph.
- Prescription must be sent directly to the community pharmacy using a secure, electronic system that identifies the prescriber name and facility e.g. secure email or prescription must be faxed from a number that is recognised by the pharmacy as a valid prescriber.

On electronic scripts without a barcode, there must be a statement that “This Prescription meets the requirement of the Director-General of Health’s waiver of March 2020 for prescriptions not signed personally by a prescriber with their usual signature”.

Updated 23 July 2020
Appendix 2

Class C Controlled Drugs (NOT exempt or partially exempt)

Prescriptions for the following list of medicines require the prescriber signature and the original prescription sent to the pharmacy (Misuse of Drugs Regulations 1977).

<table>
<thead>
<tr>
<th>Class C Controlled Drugs (except Class C5)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Generic name</strong></td>
</tr>
<tr>
<td>Buprenorphine</td>
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<tr>
<td>Codeine</td>
</tr>
<tr>
<td>Dihydrocodeine</td>
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<tr>
<td>Phenobarbitone</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Benzodiazepines (Class C5 Controlled Drug)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Generic name</strong></td>
</tr>
<tr>
<td>Alprazolam</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Clobazam</td>
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<tr>
<td>Clonazepam</td>
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<tr>
<td></td>
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<tr>
<td>Diazepam</td>
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<td></td>
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<tr>
<td>Lorazepam</td>
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<tr>
<td>Midazolam</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Nitrazepam</td>
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<tr>
<td>Oxazepam</td>
</tr>
<tr>
<td>Phentermine</td>
</tr>
</tbody>
</table>

The prescription must also have:
- The registration authority number of the Prescriber (e.g. NZMC)
- The contact details of the prescriber.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Metermine capsule</strong></td>
<td>15 mg, 30 mg</td>
<td></td>
</tr>
<tr>
<td><strong>Temazepam</strong></td>
<td><strong>Normison tablet</strong></td>
<td>10 mg</td>
</tr>
<tr>
<td><strong>Triazolam</strong></td>
<td><strong>Hypam tablet</strong></td>
<td>125 microgram, 250 microgram</td>
</tr>
</tbody>
</table>

**Class C Controlled Drugs (that ARE exempt or partially exempt)**

Prescriptions for the following list of medicines **DO NOT** require the prescriber signature and original prescription sent to the pharmacy (Misuse of Drugs Regulations 1977).

**Class C (exempt and partially exempt) C Controlled Drugs**

- Gee’s Linctus
- Paracetamol and codeine combination preparations
- Pholcodine

Updated 23 July 2020