

# 2026



## Compliance Report for Partner Pharmacies and Clinics



**RoundtableRx Record  
Keeping and Patient  
Enrollment Requirements**



# RECORD KEEPING COMPLIANCE CHEAT SHEET

To ensure full compliance with RoundtableRx requirements, we recommend each partner pharmacy or clinic maintain a dedicated compliance folder containing the following documents:



## NOTICE OF PARTICIPATION OR WITHDRAWAL FORM

- One form per dispensing location (not per pharmacist/prescriber)
- Record Keeping:
  - Must be faxed or mailed to RoundtableRx before placing the first order as a partner pharmacy or clinic.
  - A copy must be filed on-site for at least 2 years after the most recent dispensation.
  - Must be re-submitted if/when the contact pharmacist or prescriber leaves the practice setting, but is otherwise valid as long as the contact pharmacist or prescriber remains employed.

## PATIENT INTAKE ELIGIBILITY APPLICATION AND RECIPIENT FORM FOR DISPENSING

- One form per patient prior to first dispensation (not needed for subsequent fills).
- Record Keeping:
  - Must be faxed (Fax: 866-254-9105) or mailed to RoundtableRx within 10 days.
  - A copy must be filed on-site for at least 2 years after the most recent dispensation for each patient.

## MEDICATION REPOSITORY DESTRUCTION FORM

- One form per destruction event – unlikely to be used by partner pharmacies/clinics.
  - If an order is sent to you and the patient ends up not needing it, we prefer the order be returned if the product is expensive or in high demand.
- Record Keeping:
  - Must be faxed (Fax: 866-254-9105) or mailed to RoundtableRx at least quarterly (ideally within 10 days).
  - A copy must be filed on-site for at least 2 years.

## RECALL PROCESS

- Inventory received from RoundtableRx must follow your site's existing recall processes.
  - RoundtableRx internally tracks all lot numbers for every order we send out and will notify dispensing partners about any affected product.



# CLINIC/PRESCRIBER DIRECT DISPENSING TO PATIENTS REQUIREMENTS

- Practitioners engaged in dispensing drugs shall have a separate locked drug storage area for the safe storage of drugs. Access to the drug supply shall be limited to persons who have legal authority to dispense and to those under their direct supervision.
- Who may dispense: A dispensing practitioner shall personally perform all dispensing functions described in part 6800.3100 that are required of a pharmacist when the dispensing is being done in a pharmacy. A practitioner may delegate functions that may be delegated to supportive personnel in accordance with part 6800.3850.
- Written prescriptions required: A practitioner shall reduce all drug orders to a written prescription that shall be numbered and filed in an organized manner when dispensed. Patient chart records do not qualify as a prescription record.
- Prescription containers, other than those dispensed in unit dose under part 6800.3750, shall be labeled in accordance with part 6800.3400.
- A practitioner engaged in dispensing drugs shall keep on file at each location from which dispensing is taking place a record of drugs received, administered, dispensed, sold, or distributed. The records shall be readily retrievable, maintained for at least two years, and shall include:
  - A. A record or invoice of all drugs received for purposes of dispensing to patients.
  - B. A prescription record of drugs dispensed, filed by prescription number or date, showing:
    - Patient's name and address
    - Date of the prescription
    - Name and strength of the drug
    - Quantity dispensed
    - Directions for use
    - Signature of the practitioner DEA number if it is a controlled substance
  - C. A record of refills recorded on the back of the prescriptions showing:
    - Date of refill
    - Quantity dispensed
    - Initials of the dispenser
  - D. The patient profile requirements of part 6800.3110 (if all data required by that part is not already included in the patient's chart).

# PATIENT ENROLLMENT REQUIREMENTS CHEAT SHEET

## INDIVIDUAL ELIGIBILITY AND APPLICATION REQUIREMENTS:

- Must be a Minnesotan resident.
- Must be having difficulty affording their medication.
- Patient acknowledges that the drugs or medical supplies to be received through the program may have been donated.
- Consents to a waiver of the federal child-resistant packaging requirements.
- Eligibility form must be completed and faxed (Fax: 866-254-9105) or mailed to RoundtableRx within 10 days.



# PROCESS OVERVIEW

## Enroll as a Partner Pharmacy or Clinic

- Fill out the Notice of Participation or Withdrawal Form on our website at [www.roundtableRx.org](http://www.roundtableRx.org) or the Board of Pharmacy website.
- Send the completed form to RoundtableRx (Fax: 866-254-9105 or mail) before enrolling the first patient.
- A copy must be filed on-site for at least 2 years after the most recent dispensation.

## Create a Login on Our Website

- Go to [www.roundtableRx.org](http://www.roundtableRx.org)
- Click “Login,” then “Sign Up,” and follow the instructions

## Enroll Patients

- Have them complete the Patient Intake Eligibility Application Form and Recipient Form for Dispensing from the Board of Pharmacy website:
- Must be having difficulty affording their medication.
- Patient acknowledges that the drugs or medical supplies to be received through the program may have been donated.
- Consents to a waiver of the federal child-resistant packaging requirements.
- Eligibility form must be completed and faxed (Fax: 866-254-9105) or mailed to RoundtableRx within 10 days.
- The patient must sign the form at the bottom Must be faxed (Fax: 866-254-9105) or mailed to RoundtableRx within 10 days.
- A copy must be filed on-site for at least 2 years after the most recent dispensation for each patient.

## Place an Order for Patients

- Click “Order Medications” on the homepage.
- To view available inventory, visit: <https://tinyurl.com/rrxlive>
- Orders are typically shipped within 1–3 business days via USPS Priority Mail (usually delivered in two days).