

STUDENT HEALTH PROGRAM/PHARMACY

170.01 Pharmacy Prescription Files

Dates: 1979 -
Volume: 26 Cu. Ft.
Annual Accumulation: 3¼ Cu. Ft.
Arrangement: Numerical/Chronological

This record series contains the prescription order forms filled out by physicians for students at SIU.

Recommendation: Retain in office for five (5) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated and provided the original physician's order is filed in the patient's files.

170.02 Pharmacy Correspondence File

Dates: 1984 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series contains the head pharmacist's correspondence with physicians about new medications, price increases on particular items and with the director of the Student Health Program.

Recommendation: Retain in office for three (3) years, then dispose of provided any administrative value has expired.

170.03 Billings & Deposits (Cash Register and Charge System File)

Dates: 1985 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains a duplicate of the daily cash register tape, the original of which is sent along with the money to the Bursar's Office to be deposited; copies of the charge slips which are used to enter the charges into the computer for the Bursar's Office to bill the student; and a log book of the amounts of cash and charges collected daily in order to help the Pharmacy plan for periods of high volume sales.

Recommendation: Retain six (6) months, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.