

**Issue: Disposal of Invoices received from Pharmacy**

Raised by: Steve Cooper

Background: It has been highlighted in several situations where documentation of pharmacy supply paperwork has been unavailable, that the retention of paperwork is valuable for tracking queries regarding supply. This led to questions on whether there are any legal requirements indicating a timeframe for the keeping of Pharmacy invoices.

Discussion: It is acknowledged that the supply of invoices with pharmacy items is important information. All invoices received for Pharmacy items must be checked against supplied items and signed off by the receiving clinic. They should be checked off against orders that have been placed.

The NT Drugs and Poisons Act states that invoices should be kept for a minimum of 2 years.

Consultation: Pharmacists

References: NT Drugs and Poisons Act

Outcome: Invoices are to be kept for a period of no less than two years.

(Invoices are to be kept in the back of the Pharmacy Manual in the Pharmacy located within the Health Centre.)

This information to be included in the Atlas.