



TPP Alberta

TRACKED PRESCRIPTION PROGRAM

Program Guide

Updated February 2024

Tracked Prescription Program Member Organizations



Table of Contents

Click on the title or page number below to visit your desired section of the guide

About TPP Alberta	4
TPP Alberta medications list.....	4
Prescribing TPP medications	5
Prescriber responsibilities.....	5
Using the secure two-part form for Type 1 TPP medications.....	7
Faxing TPP forms.....	9
Dispensing TPP medications	10
Pharmacy-delivered TPP medications	11
Pharmacist responsibilities	12
Out-of-province prescriptions for monitored medications.....	12
Veterinary prescribing/dispensing.....	13
Veterinary-delivered TPP medications.....	14
Disposal of unused and expired TPP drugs by patients	14
Exemption from use of TPP prescription forms	14
Ordering TPP Alberta secure prescription forms	15
Returning unused TPP Alberta prescription forms	15
What happens to TPP data?	16
TPP prescription forgeries.....	16
TPP-related updates	16
Questions? Contact TPP Alberta.....	16
Appendix 1 – Using TPP Alberta’s secure 2-part form for Type 1 TPP medication	17
Appendix 2 - Canadian Prescription Monitoring Programs	18

About TPP Alberta

Since 1986, the Tracked Prescription Program – TPP Alberta (previously referred to as the Triplicate Prescription Program) has monitored the use of prescription drugs prone to misuse.

Our mandate is to:

- Monitor prescribing, dispensing and utilization practices regarding TPP-targeted medications.
- Provide timely and relevant information on TPP-targeted medications to prescribers, dispensers, consumers, regulatory bodies, Member Organizations, and stakeholders.
- Work with Member Organizations and stakeholders to enable system-level change for appropriate use and stewardship of monitored medications and population health benefits.
- Ensure efficient and effective functioning of TPP Alberta.

Funded primarily by the provincial government, TPP Alberta is a partnership administered by the College of Physicians & Surgeons of Alberta. Guidance for the Program is provided by the TPP Alberta Steering Committee. TPP Alberta Member Organizations are:

- o Alberta College of Pharmacy
- o Alberta Health
- o Alberta Health Services
- o Alberta Medical Association
- o Alberta Pharmacists' Association
- o Alberta Veterinary Medical Association
- o College of Dental Surgeons of Alberta
- o College of Registered Nurses of Alberta
- o College of Physicians & Surgeons of Alberta
- o College of Podiatric Physicians of Alberta
- o Nurse Practitioner Association of Alberta

TPP Alberta medications list

TPP Alberta maintains the most current list of targeted medications online at tppalberta.ca. The list is not exhaustive for all marketed products containing a targeted medication. Trade names are included as examples only.

Listed medications are characterized by prescribing [requirements and criteria](#) and are broken down into the following categories:

Type 1 medications require a prescriber to register with TPP Alberta and use a TPP Alberta secure prescription form when prescribing these drugs.

(Note: Exemption from use of the TPP prescription form may be granted by the TPP Steering Committee. Refer to the Exemption Policies on the [TPP Alberta website](#).)

Type 2 medications are monitored electronically but do **not** require a prescriber to register with the Program or use a TPP Alberta secure prescription form.

NOTE: Some targeted drugs may be included in both categories, e.g., codeine. Factors such as evidence of tamper-resistance or high rates of forgeries are considered when categorizing drug products.

Veterinary practice-specific medications require a secure form for all TPP medications listed on the Veterinary Specific Medications List unless the drug is prescribed for a period of use less than 96 hours. (Refer to the [Veterinary section of the Guide](#).) Note that antibiotics are not included in the TPP Alberta Veterinary Specific Medications List.

Prescribing TPP medications

Healthcare practitioners authorized by Federal and Provincial legislation may prescribe TPP monitored medications.

Prescriber responsibilities

TPP Alberta expects prescribers to be aware of their responsibilities under the program:

- Prescribers must include information that clearly and easily identifies themselves as the prescriber for prescriptions for both TPP type 1 and type 2 drugs, i.e., signature followed by printed name including first and last names and registration number.
- Data accuracy is critically important. Ensuring data integrity is a shared responsibility and all participants have an obligation to contribute to the quality of TPP data. Inaccurate or missing information has the potential to result in patient harm.

Prescribers should take reasonable steps to ensure the security of their TPP Alberta two-part prescription forms (e.g., prompt securing upon delivery and when not in use) to reduce the risk of individuals inappropriately obtaining TPP medications.

Prescribers should always maintain possession/custody/security of their forms.

- Preference is for TPP pads to be stored in a locked storage space (with limited access) when not in use.
- It is not acceptable to leave blank forms with office staff.
- TPP Alberta prescription forms should not be left in vehicles (even if they are locked) due to risk of theft.

The prescriber's copy of the secure form should be kept with the patient record to protect patient confidentiality. It should not be left in the prescription pad in case of pad loss or theft. If the TPP prescription form has been scanned and electronically saved to the patient record, the original prescription can be destroyed.

Prescribers should keep track of the sequential tracking number on their secure prescription form(s) to help identify individual theft of one or more forms from the pad. The pad belongs to the prescriber, not a clinic.

Prescribers who retire or leave the province **must** void all unused secure prescription forms and return them to TPP Alberta for proper destruction. A note regarding the reason for return should be included. As well, the online [TPP Alberta Unused Prescription Pad Return Form](#) must be completed.

In cases where a prescriber relocates, previously issued TPP secure forms may be used but it is imperative that updated prescriber information (i.e., address, phone number) be included on both copies of each TPP Alberta secure prescription form. Prescribers may order new pads if desired, returning unused pads as per above.

For prescribers with **no** fixed business address (e.g., locums), TPP Alberta secure prescription forms will be issued without a printed address or contact information. These secure forms will only have the prescriber's name and their unique prescriber identification number. For each use, the prescriber **must** enter the appropriate medical clinic, hospital name or the professional's name for whom the prescriber is working, address and a contact number (telephone or pager).

Prescribers must be familiar with the TPP two-part secure prescription form, know how to complete and properly transmit it.

TPP Alberta prescriptions for type 1 drugs must be presented to a pharmacy within 72 hours of creation of the hard copy TPP prescription form. Prescriptions can be dispensed or placed on hold at that time.

Consistent with federal legislation for narcotics, controlled and targeted drugs, prescriptions are valid for a one-year period from date of writing.

If the prescription is faxed directly to the pharmacy, the prescriber should keep BOTH copies of the secure form, voiding the top one. The pharmacy will then use the faxed copy for dispensing and submit a photocopy to TPP Alberta, as required. The pharmacist must verify the prescription is current, authentic, and complete.

Indication for therapy of the TPP drug must be included for type 1 drugs and is the prescriber's responsibility. Inclusion of indication for therapy for type 2 drugs is encouraged and is important for collaboration and continuity of care. Inclusion of the medical reason for prescribing the drug contributes to appropriate use, patient care and safety and drug stewardship.

If a secure form is **lost or stolen**, the prescriber **must** notify the police and TPP Alberta **immediately**. The prescriber should provide the following to TPP Alberta by submitting an [online lost/stolen report](#):

- ✓ Date of loss or theft
- ✓ Tracking numbers of missing form(s)
- ✓ Name of the last patient prescribed a secure prescription
- ✓ The police file number and the investigating constable's name and phone number.

Health Canada Class Exemption for Controlled Substances – Section 56(1) of the **Controlled Drugs and Substances Act**.

While initially issued in March 2020 as a measure to improve patient access to prescriptions for controlled substances during the COVID-19 pandemic, Health Canada's exemptions have now been extended until September 30, 2026. With respect to prescribing, the exemptions authorize:

- prescribers to verbally prescribe controlled substances, and
- pharmacists to prescribe controlled substances in limited circumstances.

This exemption includes type 1 TPP drugs that typically require use of a TPP prescription form.

The general requirement for TPP forms for the above prescribing circumstances can be waived to align with the Health Canada guidance although use of the forms is still encouraged. However, prescriptions for compounds containing type 1 TPP drugs, prescriptions "for office use" and prescriptions for out-of-province patients are not captured through Netcare. Therefore, pharmacies **must** send to TPP copies of:

- verbal prescriptions for compounds containing type 1 TPP drugs,
- pharmacist-written prescriptions for compounds containing type 1 TPP drugs,
- verbal prescriptions written "for office use", and
- prescriptions for out-of-province patients written by Alberta prescribers.

For updated information on Health Canada's Exemption for Controlled Substances as it applies to TPP, please refer to the TPP website (tppalberta.ca). For pharmacy guidance refer to the Alberta College of Pharmacy website (abpharmacy.ca).

Lost or stolen secure forms? Prescribers must notify police and TPP Alberta immediately:

TPP.Info@cpsa.ab.ca

1-800-561-3899. extension 4939

Using the secure two-part form for Type 1 TPP medications

TPP Alberta secure prescription forms have two parts: a PHARMACY/TPP COPY and a PRESCRIBER COPY.

The prescriber retains the PRESCRIBER COPY, while the dispenser retains the PHARMACY/TPP COPY and forwards a copy to

See Appendix 1 for instructions on how to fill out a secure TPP form.

TPP Alberta for compounds, office use, out-of-province (prescriptions for out-of-province patients written by Alberta prescribers filled in Alberta pharmacies) for type 1 TPP drugs and veterinarian prescriptions.

- For compounds containing TPP drugs the pharmacy must ensure the following information is included in the copy forwarded to TPP Alberta to facilitate data entry and avoid follow-up contact. Including a copy of the prescription label with the returned TPP form may be a suitable method of providing the required information:
 - ✓ TPP-targeted drug DIN (if available); if not, the drug name
 - ✓ The strength (as applicable) and amount of TPP drug dispensed
 - ✓ Route of administration (e.g., oral, sublingual, topical, injectable, etc.)
 - ✓ Directions for use
 - ✓ Medical indication/reason for therapy as identified by the prescriber.
- Secure forms are personalized and **must not** be shared. The prescriber's name, business address and unique prescriber registration number are imprinted on each form in the pad. See Appendix 1 for instructions on how to complete a secure form. Additional considerations are listed below.
- **Date issued:** Prescriptions issued on a secure form are **only** valid for 72 hours. Day 1 is the date the prescription is written. The prescription **cannot** be filled after midnight on the third day. At their discretion, dispensers may contact the prescriber for approval to use an expired prescription written on a TPP form. Both the prescriber and dispenser should document such authorizations on their respective secure form copies (or in the patient record if the prescriber copy has been electronically saved).
- **Deferred prescriptions**, where the prescriber has instructed the patient to start taking the medication after the 72-hour period, may be written. The start date should be included in the prescription directions for use. The prescription must still be presented to the pharmacy within 72 hours of writing. Upon receipt, the pharmacy will log the prescription into the computer system. The pharmacist may write "**deferred**" or "**logged**" in the "Received by" section.
- **Drug and strength** - A separate secure prescription form is required for each TPP medication.
 - If more than one strength *of the same drug* is prescribed, one secure form may be used but the quantity prescribed for each strength must be clearly indicated. E.g., oxycodone CR® 5 mg (twenty (20) tablets) and oxycodone CR® 40 mg (five (5) tablets) may be included on the same prescription.
- **If the prescriber is using a label** to note patient demographics, labels must be affixed to both copies, i.e., included on the PHARMACY/TPP COPY as well as the PRESCRIBER COPY.
- **If an error is made**, the error should be crossed out and the correct information written beside it along with the prescriber's initials.
- **If the pharmacist includes a pharmacy label**, the "PHARMACY USE ONLY" section should not be covered with the label. If a pharmacy label is used, it should be placed on the back of the original prescription. The label information should be included if a copy is sent to TPP Alberta. If any further notations are made on the prescription, they should also be included with the copy sent to TPP Alberta. Refer to requirements for TPP compounds. (Bullet 1 above)
- **If a stamp is used on the back of a secure form**, ensure the ink does not bleed through

as this can make the top side illegible.

- **If TPP Alberta does not require a copy of the prescription**, the pharmacist does not need to complete the “Pharmacy Use Only” section for information duplicated on the transaction record (a signature is still required for the “Medication Received by” line). The pharmacy transaction record which includes required information (i.e., dispense date, prescription number, drug identification number (DIN), quantity and dispensing pharmacist name and registration number) must be filed with the secure form and be available for review upon request by TPP Alberta.
- **To prescribe Opioid Agonist Therapies (other than buprenorphine/naloxone)**, prescribers may need to satisfy criteria approved by their regulatory college. Please consult the applicable regulatory website to learn more.
 - ✓ Requirements for Alberta physicians can be found under [Opioid Agonist Treatment Program](#) at [cpsa.ca](#).
 - ✓ Nurse Practitioners (NPs) should refer to the Prescribing Standards for NPs. <https://www.nurses.ab.ca/media/s1nadsva/prescribing-standards-for-nurse-practitioners-mar-2021.pdf>
- **To prescribe buprenorphine/naloxone**, a prescribing course is recommended. Registration with TPP Alberta and use of the TPP Alberta secure prescription form are not required for human prescriptions.
- **To protect patient confidentiality**, prescribers must remove the PRESCRIBER COPY from the pad and place it within the patient’s paper file or save the information in the patient’s electronic file. Do not keep completed secure forms within the pad—this can be of serious concern in the event of loss or theft of the pad. If the prescriber has successfully saved a copy of the prescription to the patient’s electronic file, the original copy can be destroyed.

Faxing TPP forms

Faxing secure forms directly from the prescriber’s office is acceptable. The TPP prescription must be legible for pharmacy and TPP Alberta use.

- The prescriber faxes the PHARMACY/TPP copy of the secure form to the pharmacy.
- Following successful fax transmission, the prescriber must mark the PHARMACY/TPP copy FAXED. This must **not** be given to the patient/patient’s agent.
- The prescriber retains the PRESCRIBER COPY of the secure form.
- The dispenser must confirm the prescription is current, authentic, and complete, and verify the source of the fax per Alberta College of Pharmacy standards of practice.
- The dispenser **must** upload the received prescription into the patient’s electronic record and/or maintain it in a paper file and send a completed copy of the form to TPP Alberta for compounded, office use, out-of-province (i.e., prescriptions filled in Alberta pharmacies for out-of-province (OOP) patients written by Alberta prescribers) and veterinary use prescriptions.

Dispensing TPP medications

Dispensers must receive the PHARMACY/TPP COPY (top copy) of the TPP secure form for both Type 1 medications and all veterinary-use medications (see the [TPP medications list](#) and [Veterinary Section of the Guide](#)).

Dispensers must receive the top copy of the TPP form.

For Type 2 medications, a secure form is not required (for prescriptions for humans).

Pharmacists must ensure prescriptions are **current, authentic, complete, and appropriate** as per the Alberta College of Pharmacy standards of practice. Visit pharmacists.ab.ca/standards-practice for details.

Under Federal legislation for narcotics, controlled and targeted drugs, prescriptions are valid for a one-year period from the date of writing. Further, as part of TPP, a prescription for a type 1 drug that is given to a patient, must be brought to a community pharmacy within 72 hours of writing to be accepted by the pharmacy.

The dispenser enters information into the 'PHARMACY USE ONLY' section of the secure form as per instructions shown on Appendix 1. Additional requirements are listed below:

- **The dispensing pharmacist must sign the form** after completing this section. Pharmacy technicians should not sign in lieu of the pharmacist.
- **If the prescription is a compound**, the DIN of the TPP medication component must be identified here. If the compounding agent does not have a DIN, the name of the agent should be indicated. DO NOT use a pseudo-DIN e.g., 00999999. The quantity of drug dispensed, route of administration, directions for use and medical indication must be included in the information sent to TPP Alberta. Inclusion of the prescription label in the fax to TPP Alberta may satisfy these information requirements.
- **The patient or patient's agent picking up the medication** must sign the TPP form when receiving the medication. Pharmacists should not request this signature in advance.
 - For daily dispensed opioid agonist therapies the patient signs the TPP prescription at first receipt of the drug; subsequent receipt is captured in the pharmacy administration record. (Alberta College of Pharmacy)
- **If a medication is saved on file or placed on hold**, the pharmacist may write "deferred" or "logged" in the "Received by" section. Note that the prescriber may have indicated a date after which the prescription is no longer valid.
- **Use of regular prescription forms for Type 1 medications** is not acceptable. Pharmacists may refuse to fill such prescriptions. In exceptional situations, where the regular prescription is used as a temporary substitute for a secure form, the pharmacist must verify the prescription with the prescriber AND must use their professional judgement to determine whether it would be appropriate to dispense the medication. This should be documented on the original prescription. If the medication is dispensed, the pharmacist will need to obtain an original TPP Alberta secure prescription form from

the prescriber as soon as reasonably possible. Once the secure form is received, the pharmacist must send a completed copy of the secure form AND a photocopy of the original regular prescription to TPP Alberta. This practice should only be used in extenuating circumstances—it is usually NOT appropriate to have routine 'delayed-submission' arrangements with prescribers.

- **Non-TPP medications prescribed on secure forms** should be processed in the same manner as TPP medications. The prescriber may wish to monitor the use of a particular medication, or this may be a regulatory requirement (e.g., ABVMA). The pharmacist may choose to contact the prescriber to verify the intent.
- **Changes or notes added to the TPP form** should be added to the back of the form. If a note is made on the PHARMACY/TPP COPY, it should also be added to the copy sent to TPP Alberta (for applicable prescriptions).
- **Pharmacists may fill out-of-province narcotic or controlled drug prescriptions**, sending a prescription copy to the respective Canadian prescription monitoring program, as applicable. Please refer to Appendix 2.
- **Dispensers must send a copy of TPP type 1 drug prescriptions to TPP Alberta** for compounds, office use, out-of-province (Alberta prescribers for out-of-province patients) **at a minimum of weekly** intervals (pharmacies) and **bi-monthly** intervals (veterinarians). See above requirements for compounded prescriptions including a TPP drug(s).
- **For type 1 prescriptions written by Alberta prescribers for non-Albertans, the patient's date of birth, healthcare number and province of residence must be included.**
- **Pre-printed return envelopes addressed to TPP Alberta** can be obtained by pharmacists from the Alberta College of Pharmacy. Veterinarians can receive TPP envelopes from Western Drug Distribution Centre. Call 780-413-2508 for more details.

Dispensers must send a copy of prescriptions to TPP Alberta for compounds, office use, out-of-province and from veterinarians

Pharmacy-delivered TPP medications

When a pharmacy delivers a TPP medication to a location outside of the pharmacy, the pharmacist must ensure:

- The pharmacy's delivery agent confirms the identity of the patient (identified in the prescription), or the person designated to accept the delivery on behalf of that individual, and then records the identity of that person.
- Drugs and accompanying health information are NOT to be left unattended, unsecured, or in a manner that would allow access by anyone other than the intended patient or designated receiver.
- Drugs are delivered in a manner that ensures all patient health information is kept confidential.
- Drugs are delivered in tamper-resistant packaging and in a manner that ensures their security.

- Drugs are transported in a manner that will not expose them to temperatures, moisture or other environmental factors that could adversely affect the drugs' integrity.

Pharmacist responsibilities

TPP Alberta relies heavily on the Netcare Pharmaceutical Information Network (PIN) interface. As participating members of TPP Alberta, pharmacists are critical to ensure data quality. TPP Alberta expects pharmacists to be cognizant of the need for accurate data and to exercise due diligence as laid out in the standards of practice for their profession. Extra precautions are advised for TPP drug prescriptions, to ensure data entered into the system at the time of dispensing is accurate.

TPP requirements for pharmacists include:

- Ensuring a Personal Health Number (PHN) is included for all Alberta patients and the patient's date of birth, healthcare number and province of residence is provided for prescriptions for out-of-province patients.
- Transmission of data to PIN as soon as possible for each dispense and prompt resolution of received error messages.
- Ensuring the accuracy of the patient record (e.g., spelling the name correctly, making sure the month and date of birth are not transposed).
- Assigning the correct prescriber to the TPP prescription. **Check against the prescriber's details such as: last name, first name, middle initial/name, clinic address, registration/license number, etc.**
- Entering the correct prescriber type (e.g., MD, NP, etc.) AND registration/license number.
- Completing the pharmacy section of the TPP form accurately.

Prescriber registration/license numbers MUST be entered in all cases. DO NOT USE a pseudo-ID such as 99111PH, except under exceptional circumstances. Where a pseudo-ID is temporarily used, the correct registration/license number should be obtained and entered into the prescription and PIN record at the earliest opportunity. TPP Alberta secure prescription forms provide the registration/license number for Alberta prescribers. For Type 2 prescriptions, if the prescriber registration/license number is unknown, contact the prescriber for their number or access prescriber listings.

TPP forms sent to the Program should **not** include staples or tape as these impact scanning and readability.

Out-of-province prescriptions for monitored medications

Alberta prescribers may prescribe TPP drugs to non-Albertans in accordance with federal legislation. For Type 1 TPP medications, a TPP Alberta secure form should be used. Alberta pharmacies filling these prescriptions should send copies to TPP Alberta. The patient's date of birth, healthcare number and province of residence should be included on the copy sent to TPP.

If Albertans have TPP Alberta-targeted drugs dispensed in other Canadian jurisdictions, the dispensing pharmacy should send a copy of the prescription(s) to TPP Alberta.

Prescribers outside Alberta will not be using a TPP two-part form for TPP medications. Regardless, if the prescription is for a type 1 TPP drug and dispensed in Alberta, the pharmacy should follow the applicable TPP Guide processes.

It is important to note that TPP prescriptions for Albertans dispensed outside the province (including by mail order pharmacies outside Alberta) will not be captured in the Netcare Pharmaceutical Information Network. Only if the dispensing pharmacy sends a copy of the prescription to TPP Alberta will the prescription details be included in TPP data (following manual information entry).

Prescription Monitoring Programs (PMPs) in other Canadian jurisdictions may require a copy of the targeted medication prescription for their residents from the Alberta dispensing pharmacy. To verify PMP out-of-province policies, please refer to Appendix 2 for a list of Canadian PMPs and their contact information.

Veterinary prescribing/dispensing

Refer to the TPP Alberta Veterinary Specific Medications List.

- **Veterinarians prescribing TPP medications** for usage longer than **96 hours**, including compounds, must use a secure form. Medications for usage within 96 hours are exempt from this requirement but **MUST** be recorded in the clinic controlled-substance log.
- **When veterinary practices dispense TPP medication**, the veterinarian keeps the PRESCRIBER COPY (bottom) and sends the PHARMACY/TPP COPY (top) to TPP Alberta at bi-monthly intervals at a minimum.
- **When sending prescriptions for compounded prescriptions to TPP Alberta**, the following information must be included: the TPP-targeted drug name and DIN (if available), the strength (as applicable) and amount of TPP drug dispensed.

TPP forms sent to the Program should **not** include staples or tape as these impact scanning and readability.

Veterinarians MAY NOT dispense the following from a veterinary clinic under any circumstances. Nor should they prescribe these drugs for dispensing by a pharmacy.

- Ketamine
- Euthanasia solution
- Sodium pentobarbital
- General anesthetics (e.g., Propofol, Halothane, Isoflurane)
- Alpha-2 agonists (injectable xylazine, detomidine).

Notwithstanding, it may be appropriate for a veterinarian to prescribe and dispense an injectable alpha-2 agonist with the following limitations:

- The prescription is for a specific single animal, single purpose, and single incident

- use, and
- The client is made aware of the inherent dangers associated with the use of injectable alpha-2 agonists.
- It is considered unethical conduct to prescribe and dispense any quantity outside of these limitations.

Veterinary-delivered TPP medications

If a veterinary practice delivers a TPP medication to an animal owner (at a location outside of the practice), the veterinarian must ensure:

- The veterinary practice delivery agent confirms the identity of the animal owner, or the person designated to accept the delivery, and then records the identity of the receiver.
- Drugs and accompanying health information are NOT to be left unattended, unsecured, or in a manner that would allow access by anyone other than the designated receiver.
- Drugs are delivered in a manner that ensures their security (e.g., tamper-resistant packaging).
- Drugs are transported in a manner that will not expose them to temperatures, moisture or other environmental factors that could adversely affect the drugs' integrity.

Disposal of unused and expired TPP drugs by patients

For public safety it is important to dispose of unneeded and expired drugs in a safe and environmentally conscious manner. This is especially important for TPP drugs as diversion or improper use presents risks.

All prescribers and dispensers should communicate to their patients the need for proper disposal.

As per provincial legislation, Alberta pharmacies must accept unused or expired drugs from patients for disposal.

Confidential patient information should be removed before drugs can be accepted by a pharmacy for disposal. It is encouraged that patients or their agents remove identifying patient information from medication packaging before bringing those medications to a pharmacy. Identifying information to be removed (e.g., blacked out with a marker) includes, but is not limited to:

- *Patient name*
- *Patient address*
- *Patient health care number*
- *Patient phone number*
- *Patient date of birth*

Exemption from use of TPP prescription forms

Use of a TPP prescription form when prescribing TPP type 1 medication may not be required in some circumstances.

The circumstances, criteria and processes for exemption are outlined in the [Exemption Policy for E-Prescribing and other Novel Transmission Technologies](#) and the [Policy for Exemption from Use of Secure 2-part TPP Alberta Prescription Forms for Facilities and Programs](#).

Ordering TPP Alberta secure prescription forms

Use of the **online** TPP Secure Pad Order process is preferred <https://www.tppalberta.ca/secure-pads>. But prescribers may order TPP Alberta secure prescription pads (containing 50 forms) by email (TPP.info@cpsa.ab.ca) or phone (1-800-561-3899 ext. 4939).

If the online process is not used and to expedite the order process, prescribers should include the following information when ordering:

- TPP Prescriber registration number
- Clinic's address including postal code, along with the business phone number to be printed on the forms
- Shipping address, if different from the clinic address
 - ✓ If shipping to a site other than the clinic, phone contact information must be provided.
 - ✓ TPP Alberta pads must be promptly retrieved and secured upon delivery.
 - ✓ Delivery to home addresses is discouraged due to concerns with delayed retrieval and theft.
- NOTE: PO BOXES or OUT OF PROVINCE addresses will NOT be accepted.

If the forms do not arrive within **10 business days**, please contact TPP Alberta.

Returning unused TPP Alberta prescription forms

Prescribers are responsible for safely returning unneeded TPP forms to TPP Alberta at the address below. Each form must be voided, by placing a line through it or writing "VOID". To notify TPP staff of the impending return, please complete the [TPP Alberta Unused Prescription Pad Return Form](#).

Tracked Prescription Program (TPP Alberta)

2700 – 10020 100 Street NW
Edmonton, AB T5J 0N3 Canada

*Any prescriber or dispenser may
request a TPP profile.*

What happens to TPP data?

TPP Alberta data allows monitoring of utilization rates, prescription patterns and dispensing trends for TPP medications.

Ultimately, TPP Alberta data is used to support quality practice and optimize patient care. Additional data uses can be found on the TPP Alberta website and include the TPP Atlases, TPP Annual Report and FAQs. Visit tppalberta.ca to find out more.

Any prescriber or dispenser may request a patient's TPP profile from TPP Alberta to assist in providing patient care or if multi-prescribers or polypharmacy are suspected.

TPP prescription forgeries

Healthcare professionals have a professional and ethical responsibility to address prescription forgeries to help support appropriate drug use, prevent drug diversion, maintain the integrity of the drug delivery system and lessen related public health risks.

All confirmed forgeries for TPP-monitored medications should be reported to TPP Alberta using the [TPP Alberta Forgery Reporting Form](#).

If the prescription has been dispensed, it must be reported to local law enforcement and to the Office of Controlled Substances no later than 10 working days after its discovery. For more information visit the [Health Canada website](#).

More information can be found on the [TPP Alberta Forgeries](#) website including guidance for prescribers and dispensers and FAQs.

TPP-related updates

Refer to the TPP Alberta website (tppalberta.ca) for related news, updates, and notifications.

Questions? Contact TPP Alberta

Phone: 1-800-561-3899 ext. 4939

Fax: 780-429-1981

Email: TPP.Info@cpsa.ab.ca

Mail: Tracked Prescription Program (TPP Alberta)
2700-10020 100 Street NW
Edmonton, AB
T5J 0N3
Canada

Appendix 1 – Using TPP Alberta’s secure 2-part form for Type 1 TPP medication

1. The dispenser **MUST** be presented with the top copy of the TPP secure form (i.e. the Pharmacy/TPP copy). The prescriber should retain the second copy. If the prescription is faxed directly to the pharmacy, the prescriber keeps both original copies, voiding the top one. The pharmacy uses the faxed copy for dispensing and submits a photocopy to TPP Alberta for compounds, office use and veterinarians and prescriptions.
2. Prescribers should **NOT** leave their copy in the TPP pad to protect patient confidentiality (e.g., if a pad is lost or stolen). Keep the prescription with the patient record.
3. Prescriptions are valid **ONLY** for 72 hours. A dispenser **MUST** log or fill the prescription within 72 hours of issuance. A secure prescription form **CANNOT** be honored after midnight on the third day.
4. A healthcare number, Personal Health Number (PHN) is **REQUIRED** for patient identification. For out of province patients, enter their provincial healthcare number and indicate the province. **If the patient is an animal this field is left blank.**
5. Provide **ALL** given names to reduce duplication of patient profiles in the TPP database. **If the prescription is for an animal, the form should include the animal name followed by the owner's name in brackets.**
6. Provide patient date of birth. **If the prescription is written for an animal, enter the animal's date of birth here.**
7. Provide the patient's address to help further verify their identity.
8. A separate form is **REQUIRED** for each TPP medication. Different strengths of the same medications are acceptable on the same form **ONLY** if the orders are legible, and clearly indicate the prescribed dosage & quantity. Refills are not allowed, but interval dispense protocols are permitted (e.g., release 14 tablets every Monday).
9. Indicate total prescribed quantity **BOTH** numerically and alphabetically.
10. The Prescriber **MUST** provide the intended indication for therapy. This information is useful for assessing appropriateness of therapy and optimizing safe patient care. The Check-boxes **MUST NOT** be interpreted as a list of valid indications for TPP Medications. Prescribers and dispensers **MUST** individually verify the validity of each indication within the context of the clinical care being provided and the history for each patient.
11. Directions for use **MUST** be as complete as possible to allow for verifying quantities. Part-fills are acceptable **IF** instructions are provided in this section about the amount to release each time as well as the interval between dispenses.
12. Prescriber address and contact information. Locums **MUST** manually enter on the form the medical clinic or hospital name, address and a contact number (telephone or pager).
13. TPP Tracking Number is a sequential number assigned to each form within the pad. Prescribers **MUST** report this number(s) if the form(s) is lost or stolen.
14. ID Number is the unique prescriber registration number. For Alberta prescribers, this is the same number as assigned by their regulatory body. Prescribers **MUST** use their own personalized TPP forms with their printed ID number. Pharmacists & pharmacy technicians should ensure the correct prescriber is identified for the prescription record. Misattributions significantly impede PIN data quality and TPP Alberta efficiency.
15. The dispenser compares the date dispensed to the date issued. If the prescription is to be put on hold, the date it was logged should be documented here.
16. Pharmacy assigned prescription number is entered here. **Not applicable when the dispenser is a veterinary practice.**
17. If the prescription is compounded, the drug identification number (DIN) of the TPP medication component is identified here. If the compounding agent does **NOT** have a DIN number, indicate the name of the agent here (do not use pseudo DIN 999999). If the compound contains more than one TPP medication, provide the DIN for each one.
18. The quantity dispensed is verified against the quantity ordered.

TPP Alberta

Void after 3 days
Tracked Prescription. Take to a pharmacy.

PLEASE PRINT CLEARLY

Health care number: _____ Date Issued: DD / MM / YYYY

Patient full name (First, Initial, Last): _____ Date of Birth: DD / MM / YYYY

☐ Male ☐ Female

Patient address: _____

City/Town: _____ Province: _____

Only one drug & strength per form | Part-fills allowed if interval specified

Drug name & dosage: _____

Quantity Numeric: _____ Quantity Alpha: _____

Indication for therapy: ☐ Post-operative pain ☐ ADHD ☐ Headache/Migraine
☐ Acute musculoskeletal pain ☐ Neuropathic pain ☐ Cancer/Palliative
☐ Chronic musculoskeletal pain ☐ Other (specify): _____ ☐ Opioid Agonist Therapy (OAT/COT)

Direction for use: _____

DR. SMITH, MD
 ANYTOWN CLINIC
 10000 WYE RD NW
 EDMONTON AB T0T 0A1
 780-888-0797

TPP Tracking #: _____ ID #: _____ Prescriber's Signature: _____

PHARMACY USE ONLY:

Rx #: _____ Date Dispensed: DD / MM / YYYY

DIN: _____ Quantity: _____ Pharmacy LIC #: _____

Pharmacist Sign. & Reg. #: _____

PHARMACY/TPP COPY Medication received by: _____

Document part-fills as the amount dispensed over the total quantity (e.g. 30/90 or 0/90 for a prescription placed on hold for later dispense).

19. Pharmacy license number is used to identify the pharmacy in the database. **When the dispenser is a veterinary practice, the veterinary practice identification number should be recorded here.**
20. The pharmacist responsible for assessing the prescription for appropriateness is identified by their practice permit number. **When the dispenser is a veterinary practice, the veterinarian or veterinary technologist dispensing the medication signs and provides their registration number.**
21. The patient, patient's agent (or animal owner) should sign for the TPP medication upon the receipt of the medication. Dispensers should **NOT** ask the patient to sign for the medication before it is dispensed. For a prescription put on hold, write 'deferred' in this section.

Appendix 2 - Canadian Prescription Monitoring Programs

Province	PMP Name	Contact information
British Columbia	Controlled Prescription Program	https://www.cpsbc.ca/programs/drug-programs/cpp CPSBC Telephone: 1-800-461-3008
Saskatchewan	Prescription Review Program	College of Physicians and Surgeons of Saskatchewan https://www.cps.sk.ca/imis Prescription Review Program Telephone: 306-244-7355 E-mail: prp@cps.sk.ca
Manitoba	Manitoba Prescribing Practices Program (M3P)	https://cpsm.mb.ca/prescribing-practices-program/prescribing-practices-program-overview CPSMB Telephone: 1-877-774-4344 Email: cpsm@cpsm.mb.ca
Ontario	Narcotics Monitoring System	http://www.health.gov.on.ca/en/pro/programs/drugs/ons/monitoring_system.aspx ServiceOntario, INFOLine: 1-866-532-3161
New Brunswick	New Brunswick Prescription Monitoring Program	https://www2.gnb.ca/content/gnb/en/departments/health/MedicarePrescriptionDrugPlan/PrescriptionMonitoringProgramandDrugInformationSystem.html Telephone: 1-888-762-8600 (toll free) Email: pmp.psp@gnb.ca
Nova Scotia	Nova Scotia Prescription Monitoring Program (NSPMP)	http://www.nspmp.ca/ Telephone: 1-877-476-7767 Email: pmp@medavie.bluecross.ca
Prince Edward Island	Prescription Monitoring Program (opioids)	PEI's Drug Information System (DIS) allows government to track prescriptions issued in P.E.I. Monitored drugs include all controlled substances in federal Controlled Drugs and Substances Act Pharmacare: 1-877-577-3737 gawyand@ihis.org
Newfoundland & Labrador	Tamper Resistant Prescription Drug Pad Program	https://www.gov.nl.ca/hcs/prescription/hcp-tamperresistantdrugpad Pharmaceutical Services Division Department of Health and Community Services Telephone: 1-888-222-0533