

# Closing of Pharmacy Permit



North Carolina Board of Pharmacy  
6015 Farrington Road, Suite 201  
Chapel Hill, North Carolina 27517  
phone: (919) 246-1050 / fax: (919) 246-1056  
<http://www.ncbop.org>  
Attention: [Wendy Watson](#)

Permit #  Date Completed:

Business Name:

Business Address:

City:

State:

Zip Code:

Date Closing Effective:

**Note: Permit Certificates are required to be returned to Board office (See rule below).**

Reason for Pharmacy Closing:

Name & Permit Number of Pharmacy that patient files & records transferred to:

Signature of Pharmacist Manager:

## 21 NCAC 46.2502 RESPONSIBILITIES OF PHARMACIST-MANAGER

(h) **When a pharmacy is to be closed permanently, the pharmacist-manager shall inform the Board** and the United States Drug Enforcement Administration of the closing, arrange for the proper disposition of the pharmaceuticals and **return the pharmacy permit to the Board's offices within 10 days of the closing date.** If possible, notice of the closing shall be given to the public by posted notice at the pharmacy at least 30 days prior to the closing date and 15 days after the closing date. Such notice shall notify the public that prescription files may be transferred to a pharmacy of the patient's or customer's choice during the 30 day period prior to the closing date. During the 30 day period prior to the closing date, the pharmacist manager, and the pharmacy's owner (if the owner is other than the pharmacist-manager), shall transfer prescription files to another pharmacy chosen by the patient or customer, upon request. Absent specific instructions from the patient or customer, the pharmacist-manager, and the pharmacy's owner (if the owner is other than the pharmacist-manager), shall transfer prescription files to another pharmacy for maintenance of patient therapy and shall inform the public of such transfer by posted notice at the pharmacy for 15 days after the closing date, if possible. Controlled substance records shall be retained for the period of time required by law.

(i) If possible, the pharmacist-manager shall ensure that notice of the temporary closing of any pharmacy for more than 14 consecutive days is given to the public by posted notice at the pharmacy at least 30 days prior to the closing date, and 15 days after the closing date. Such notice shall notify the public that prescription files may be transferred to a pharmacy of the patient's or customer's choice during the 30 day period prior to the closing date. During the 30 day period prior to the closing date, the pharmacist-manager, and the pharmacy's owner (if the owner is other than the pharmacist-manager), shall transfer prescription files to another pharmacy chosen by the patient or customer, upon request.