

DEPARTMENT: Pharmacy

PROCEDURE: PS-105

SUBJECT: Controlled Drugs: Ordering from Suppliers

PURPOSE: Procedures for ordering Controlled Substances from an outside supplier.

RESPONSIBILITY: Pharmacy: Pharmacist with Power of Attorney to sign DEA 222.

PROCEDURE:

- 1) ORDERING PROCEDURES FOR CONTROLLED DRUGS
 - a. Orders for C-II drugs shall either be placed on a DEA Form-222 or through the Controlled Substance Ordering System (CSOS) using an electronic signature.
 - b. C-III through C-V drugs shall be ordered similarly to non-controlled drugs.

- 2) RECEIPT AND VERIFICATION OF C-II DRUGS
 - a. Only the Director of Pharmacy or designee shall handle the receipt of C-II drugs.
 - b. The person handling the receipt of C-II drugs shall verify the quantities received and enter the quantities on a Perpetual Controlled Drug Inventory Record or electronic record of ADM (i.e. Med Dispense).
 - c. The number of items received and the actual date of receipt shall be entered on the pharmacy copy of the DEA Form-222.
 - d. The DEA Form-222 or Electronic Purchase Order Report shall be attached to the original invoice (and purchase order, if any) signed, dated and kept on file for 3 years in a separate file with all other CII records.

- 3) RECEIPT AND VERIFICATION OF C-III THROUGH C-V DRUGS
 - a. The person who verifies the receipt of C-III through C-V drugs shall place his/her signature or initials and the actual date of receipt on the invoice. These invoices must be maintained in a separate file from non-controlled invoices. The medication will be placed in the ADM (ie. Med Dispense) on the date it is received.