

**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

SECTION: **CLINIC PHARMACY  
OUTPATIENT SERVICES**

CODE: 2.12.0  
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APPROVED: Tinh Tran, Pharm. D.  
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SUBJECT: **PHYSICIAN SIGNATURES / DEA NUMBERS**

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POLICY

To maintain a means of identifying the signatures of all practitioners authorized to use the pharmaceutical services for patient prescriptions, a listing of their Drug Enforcement Administration numbers and/or a personal identification code.

PROCEDURES

A list of staff and rotating physicians' names, signatures, state license numbers, DEA numbers and/or personal identification code are maintained in the CACTUS report for identification and reference.

Incoming physicians are required to fill out the information form at the Chief Medical Officer' when they sign in with their respective medical services.

The physician's signature / DEA Number file is updated annually by the Chief Medical Officer's office.

Reviewed: 05/05/2014AN, 07/26/19 NN, 4/19/22 TT

Approved By: *Ber Amis*