

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

CODE: 7.14.0
DATE: 11/16/84
REVISED: 01/09/2019, 4/19/22

SECTION: **PROCUREMENT**

APPROVED: Thinh Tran, Pharm. D.
PAGES: 1 of 3

SUBJECT: **CONTROLLED SUBSTANCE PROCUREMENT, INVENTORY AND AUDIT**

POLICY

All scheduled medications must be handled as stated under the Policy and Procedures governing Controlled Substance (Policy No. 3.13.0).

The Controlled Drug Pharmacist (CDP) will be directly responsible for procurement and storage of the inpatient controlled medications. The CDP will also be responsible for coordinating the procurement of controlled medications for the Outpatient Pharmacy. The Outpatient Pharmacist in Charge (PIC) will be responsible for the inventory and storage of the controlled medications.

PROCEDURE

Outpatient Pharmacy

A. Ordering of Controlled Drugs (Schedule II)

The Outpatient Pharmacy stocks a select supply of formulary Schedule II controlled drugs.

1. The Controlled Drug Pharmacist (CDP) in conjunction with the Outpatient pharmacist(s) monitors the controlled drug levels on a daily basis. When quantities reach or fall below a minimal drug level (PAR), it will be ordered through the approved drug wholesaler.
2. Schedule II drugs are ordered online through the wholesaler website by the CDP.
3. CSOS is utilized as the primary procedure. A hardcopy DEA Form 222 is completed if the network is down for the wholesaler or RANCHO.
4. The CDP will call DHS Pharmacy Procurement for a PO# used for the online order.
5. DHS Pharmacy Procurement will enter a PO#'s for the CII order.
6. If the network is down, the CDP will fax a copy of the DEA Order Form 222 and cover sheet to the wholesaler,
7. After receipt of the CII drugs, the CDP records the manufacturer, lot # and expiration date on the invoice. Increment adjustments are made to the Outpatient inventory.
8. The CDP delivers a copy of the drug wholesaler invoice, drugs received, completed DEA order form, and a copy of the inventory adjustment report from Cerner Etreby Inventory Control System to the Outpatient Pharmacy.

B. Ordering of Controlled Drugs (Schedule III-V)

The Outpatient Pharmacists will be responsible for ensuring that adequate supplies of controlled medications are stocked. Schedule III-V controlled drug inventory levels are managed by PAR levels.

Reviewed: 8/11/2014bdk, 4/19/2022 TT

Approved By: 

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

CODE: 7.14.0
DATE: 11/16/84
REVISED: 01/09/2019, 4/19/22

SECTION: **PROCUREMENT**

APPROVED: Thinh Tran, Pharm. D.
PAGES: 2 of 3

SUBJECT: **CONTROLLED SUBSTANCE PROCUREMENT, INVENTORY AND AUDIT**

1. The CDP in conjunction with the Outpatient pharmacist(s) monitors the controlled drug PAR levels on a daily basis. When levels reach or fall below the PAR that drug(s) will be ordered through the LAC approved drug wholesaler.
2. CIII-CV controlled drugs are ordered by the procurement personnel in the inpatient pharmacy.

C. Receiving and verifying ordered drugs.

1. A NON-CDP (i.e. supervisor/pharmacist) will verify/acknowledge the receipt of the correct quantities of ordered controlled medications by signing a copy of the wholesaler's delivery manifest.
2. The CDP will verify the medication with the wholesaler invoice.
3. After receipt of the controlled drugs, the CDP records the manufacturer, lot # and expiration date on the invoice. Increment adjustments are made to the inventory.
4. The CDP will send the medication to the OP pharmacy with a copy of the wholesaler invoice and the inventory increment adjustment report from Cerner Etreby Inventory Control System.
5. The OP Pharmacist will verify the delivery by reconciling the copy of the invoice with the medications.
6. The OP Pharmacist will sign the invoice copy and file it in the appropriate binder.

D. Storage of the Controlled Drugs

1. The Outpatient Pharmacist is responsible for the storage and rotation of the controlled substance inventory.
2. The Outpatient Pharmacist will check for outdates at monthly intervals.

Inpatient Pharmacy

A. Ordering of Inpatient Controlled Drugs (Schedule II)

The CDP will periodically check inventory levels and order according to the following:

1. List the medications needed and prepare an online order with the wholesaler.
2. The CDP will call DHS Pharmacy procurement for a PO # used to finalize and place the online order.
3. CSOS is utilized as the primary procedure. A hardcopy DEA Form 222 is completed if the network is down for the wholesaler or RANCHO.
4. The CDP will call DHS Pharmacy Procurement for a PO# used for the online order.
5. DHS Pharmacy Procurement will enter a PO#'s for the CII order.
6. If the network is down, the CDP will fax a copy of the DEA Order Form 222 and cover sheet to the wholesaler,
7. After receipt of the CII drugs, the CDP records the manufacturer, lot # and expiration date on the invoice. Increment adjustments are made to the Outpatient inventory.

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

CODE: 7.14.0
DATE: 11/16/84
REVISED: 01/09/2019, 4/19/22

SECTION: **PROCUREMENT**

APPROVED: Thinkh Tran, Pharm. D.
PAGES: 3 of 3

SUBJECT: **CONTROLLED SUBSTANCE PROCUREMENT, INVENTORY AND AUDIT**

- B. Ordering of Inpatient Controlled Drugs (Schedule III-V)
The CDP will be responsible for ensuring that adequate supplies of controlled medications are stocked.
1. The CDP records on the order sheet the appropriate medications and amount.
 2. The procurement assistant will order the necessary medications.
- C. Receiving and verifying ordered drugs for the Inpatient Controlled Drug Unit
1. A NON- CDP (i.e. supervisor/pharmacist) will verify/acknowledge the correct quantities of ordered controlled medications by signing a copy of the wholesaler's delivery manifest.
 2. The CDP will add the amounts received to the Pyxis CII Safe.
 3. The CDP will file the invoice copy in the appropriate Schedule II or Schedule III-V notebook.
 4. The CDP will complete the DEA CSOS or DEA Order Form 222, indicating receipt of the medication and file with the appropriate invoice.
- D. Storage of the Controlled Drugs
1. The CDP is responsible for the storage and rotation of controlled drug inventory.
 2. The CDP will check for outdates at monthly intervals.
- E. Daily Controlled Medication Transaction and Inventory Reports
1. A daily transaction report will be printed for all controlled substance transactions for the day. This report contains a record of all medications dispensed and received.
 2. A physical count will be performed on all medications when dispensed.
 3. A monthly physical count will be performed for all controlled substances and the report filed.
 4. Any discrepancies will be reported to the immediate supervisor or Director of Pharmacy.
 5. An annual inventory count will be performed on or about June 30th for all controlled substances.
 6. A copy will be retained by the procurement assistant and the controlled substance pharmacist.

INVENTORY RECONCILIATION REPORT OF CONTROLLED SUBSTANCES

- A. Quarterly CII Reconciliation Report
- a. The Quarterly Reconciliation CII Report will be prepared at the end of March, July, September and December of every year. It will be based on the following:
 - i. A physical count of all federal Schedule II medications at the time of each inventory.
 - ii. A review of all acquisition and disposition records since the last inventory.
 - iii. A comparison of 1 and 2 to identify any differences (losses or overages).
 - b. The inventory report will be signed and dated by the individual(s) performing the inventory and countersigned by the pharmacist-in-charge or professional director and be readily retrievable in the pharmacy for three years.



**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

CODE: 7.14.0
DATE: 11/16/84
REVISED: 01/09/2019, 4/19/22

SECTION: **PROCUREMENT**
D.

APPROVED: **Thinh Tran, Pharm.**

PAGES: 4 of 3

SUBJECT: **CONTROLLED SUBSTANCE PROCUREMENT, INVENTORY AND AUDIT**
