



**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **FORMULARY**

SUBJECT: **CONTROLLED SUBSTANCE FORMULARY**

CODE: 8.02.0
DATE: 1/4/85
REVISED: 11/15/2018, 4/19/2022
APPROVED: Thinh Tran, Pharm. D
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POLICY

The Rancho Los Amigos National Rehabilitation Center Pharmacy will follow the rules and regulations set forth by the Uniformed Controlled Substances Act. Selected provisions can be found in the California Pharmacy Law books located in all pharmacy units.

The handling of controlled substances in the hospital is stated in Policy No. 3.13.0; the inventory and audit of controlled substances is stated in Policy No. 7.14.0.

Schedule II

Dispensing Requirements - must be on a tamper-resistant prescription form approved by the Board of Pharmacy and the Department of Justice and signed and dated by the prescriber or electronically through the Electronic prescribing of Controlled Substances (EPCS) system. The prescription shall be wholly written in ink or indelible pencil in the handwriting of the prescriber or agent. After 6 months from the date of issue, the prescription is considered invalid. No refills are permitted.

Record Keeping Requirements - inventories and records are maintained separate from all other records of the pharmacy. Records must be kept for three years.

Order Forms - a triplicate order form (DEA 222) is required from pharmacy for the order. The purchaser's copy of the order form (copy 3) indicates the number of packages received and the date received.

Pharmacy Security Requirements - must be kept in a locked, substantially constructed cabinet or safe.

Schedule III, IV, V

Dispensing Requirements - must be on a tamper-resistant prescription and signed and dated by prescriber or electronically through the EPCS system. The information must include the name of the person for whom the controlled substance is prescribed, the name and quantity of the medication, and directions for use. Schedule III-V requires that the above mentioned items be wholly written in ink or indelible pencil in the handwriting of the prescriber or agent.

Refills for Schedule III and IV are limited to five times within six months after the date issued if authorized by the prescriber and for a cumulative quantity that does not exceed 120-days.

Record Keeping Requirements - order and records of these drugs are readily retrievable from the ordinary



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records of the pharmacy. Records must be kept for three years.

Pharmacy Security Requirement - must be kept in a locked, substantially constructed cabinet or safe, or dispersed throughout the non-controlled stock in such a manner as to obstruct theft.

Summary of Rules for Prescriptions at Rancho Los Amigos National Rehabilitation Center

A. In-Patients

All practitioners may prescribe controlled medications for in-patient use only.

B. Out-Patients

1. Only practitioners who have a valid California Medical License may write prescriptions for out-patients. Interns, residents, and foreign practitioners without a California Medical License may write a prescription if it is countersigned by a practitioner who does have a valid California Medical License.
2. Practitioners with valid DEA numbers may prescribe controlled drugs.
3. All DEA Scheduled drugs must be written on a California tamper-resistant prescription.

Schedule Drug Formulary

A complete listing of strengths available can be found under the Rancho Formulary section.