



Rancho Los Amigos National Rehabilitation Center

MEDICAL STAFF POLICY AND PROCEDURE

SUBJECT:

**DRUG ENFORCEMENT ADMINISTRATION
(DEA) RENEWAL VERIFICATION FOR
ATTENDING STAFF MEMBERS AND ALLIED
HEALTH PROFESSIONALS (AHP)**

**Policy No.: MS 108
Supersedes: New
Revision Date: May 13, 2015
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PURPOS

To identify a mechanism for verification of current DEA or certification of employees whose classifications require such a certificate.

POLICY

It is Rancho Los Amigos National Rehabilitation Center's (RLANRC) policy that a current license or certificate be held by employees, including non-compensated staff, whose positions require such license or certificate.

The Professional Staff Association (PSA) will not permit any medical staff member or Allied Health Professional (AHP) to prescribe medications without a current DEA license or certificate. The DEA certificate must be current at the time of action by the credentialing committee.

The Medical Staff Office (MSO) verifies a DEA certificate in each state where the individual provides care to members. Verification is obtained through one of the following:

- A. The applicant provides a copy of current DEA certificate
- B. Confirmation through DEA agency
- C. Confirmation through the National Technical Information Service (NTIS) which is the official authorized DEA database
- D. AMA Physician Masterfile

PROCEDURE

All members of the PSA and AHP that prescribe medications that require a DEA certificate shall have a current DEA certificate. DEA certificate with verification from the NTIS shall be kept in the credentials file in the MSO.

Applications for Appointment/Reappointment: Application forms shall require detailed information which shall include, but not be limited to: Current Drug Enforcement Administration (DEA) certification (for physicians, dentists and podiatrists, in order to qualify for certain privileges to prescribe restricted medications).

Burden of Producing Information: The applicant shall have the burden of producing adequate information for a proper evaluation of a current Drug Enforcement Administration (DEA) certification.

EFFECTIVE DATE: 5/13/15

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Reviewed: 6/22/16

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Prior to the DEA expiration date, each practitioner who has not renewed his/her DEA is notified in writing by the MSO that his/her DEA is to expire. Department Chair, Supervising Physician and the Chief of Staff/President of the PSA are also notified.

The MSO ensures arrangement/coverage for the practitioners who choose not to have a DEA. The MSO allows a practitioner with a valid DEA certificate (Service Chief or Senior Resident, Supervising Physician on the service) to write all prescriptions requiring a DEA number for the prescribing practitioner's patients until the practitioner has a valid DEA certificate

Revocation or Expiration:

Whenever a practitioner's Drug Enforcement Administration (DEA) certificate is revoked or has expired, he or she shall immediately and automatically be divested of his or her right to prescribe medications covered by the certificate, as of the date such action becomes effective and throughout its term.

Bylaws, Article VI (Corrective Action), Section 6.4-3

Restriction:

Whenever a practitioner's DEA certificate is limited or restricted, his or her right to prescribe medications within the scope of such limitation or restriction, as determined by the Executive Committee, shall be immediately and automatically terminated.

Suspension:

Whenever a practitioner's DEA certificate is suspended, he or she shall automatically be divested, at a minimum, of his or her right to prescribe medications covered by the certificate effective upon and for at least the term of the suspension.

Probation:

Whenever a practitioner's DEA certificate is subject to probation, his or her right to prescribe medications covered by the certificate shall automatically become subject to the terms of the probations, effective upon and for at least the term of the probation.

The MSO notifies the practitioner in writing who have not renewed their DEA by the last day of the month and that they have been immediately and automatically be divested to prescribe medications. A copy of the letter will be sent to Chair or Designee.