

**MILLE LACS BAND OF OJIBWE  
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

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**Department:** Health Services - Pharmacy

**Policy Number:** HHS-HS-PHM 1837

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**Policy Title:** Controlled (Scheduled) Inventory

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**Attachments:**

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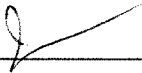
**Revision History:** 1/2013

**Revised by/Date:** Jesse Godding, PharmD 9/2020

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**Approved by:**

Jesse Godding, PharmD, Pharmacy Manager



**Date:**

11-10-2020

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**Approved by:**

Nicole Anderson, Commissioner of HHS



**Date:**

11-24-2020

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**POLICY STATEMENT:** It is the policy of the Ne-Ia-Shing Pharmacy to follow all requirements as listed by the Drug Enforcement Administration (D.E.A.) for inventory management and record keeping of controlled substances. All policy requirements will be overseen by the Director of Pharmacy or Pharmacist in Charge.

**PURPOSE:** The purpose of the policy is to abide by all requirements in order to acquire, maintain inventory, and follow record keeping requirements for all controlled substances carried in the pharmacy.

**PROCEDURE:**

**Schedule II:**

Each prescription dispensed or warehouse inventory received will be immediately recorded using a perpetual inventory record according to D.E.A. regulations. Any returns such as outdates will be handled accordingly and also subtracted from the perpetual inventory. A monthly inventory will include all Schedule II inventory and be performed on the same date as the Schedule III-V.

**Schedule III-V:**

The pharmacy system will maintain an accounting of quantities on hand. Inventory will be conducted monthly on the same date as the Schedule II inventory.

**Inventory Procedure:**

The inventory will be conducted monthly and must be overseen by a pharmacist. A physical count will be conducted of all Schedule II-V drugs on hand and the quantity recorded on the inventory work sheet. This amount will be checked against the pharmacy system's on hand quantity and, in the case of Schedule II drugs, against the perpetual inventory record. Each inventory count will also be documented in the Schedule II perpetual inventory record. The pharmacist will pull the total amounts dispensed for the previous month from the pharmacy system and total amounts received for each drug for the previous month from the pharmacy wholesaler's system and record them on the inventory sheet. Any discrepancies must be investigated and resolved. Large discrepancies which cannot be adequately resolved must be reported to the DEA.

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|--------------------------------------------|---------------|
| <b>Internal and/or External References</b> |               |
|                                            |               |
| <b>Compliance - Posting Date</b>           | 11/24/2020 HA |
| <b>Replaces – Policy Number</b>            |               |
| <b>Next Review - Due Date</b>              | 11/24/2023    |