

Department: Pharmacy **Policy Number:** HHS- 8101-PH

Attachments: _____
Policy Title: Acquisition and Handling Schedule II **Date:** 1984

Revised: _____ **Reviewed:** 12/12

Approved by:  **Date:** 12/12/12

Policy Statement:

A pharmacist, preferably the director of pharmacy will be directly responsible for ordering, storage and disposition of schedule II medications.

Purpose:

Absolute control as noted to maintain minimum inventory levels while assuring ultimate accountability as required by federal regulations

Procedure:

All Schedule II medications must be locked up and a perpetual inventory record maintained documenting each prescription dispensed.

- Only a pharmacist can order schedule II medications be either completing the DEA Form 222 or through DEA Certified electronic ordering via McKesson Drug. All appropriate records will be maintained according to Federal Regulations
- Each received order must be checked in on the corresponding DEA 222 retained copy and in the perpetual inventory log
- Patients will be limited to a one month's supply of any written Schedule II medication.
- Schedule II prescriptions cannot be refilled. A provider must sign a new prescription each time a Schedule II medication is ordered.
- Each Schedule II prescription must be recorded in the perpetual inventory log as it is dispensed. The line item in the log will also contain verification of exact inventory reconciliation at the same time of the dispensing as verified with a pharmacist's initials.
- No Schedule II medication, other than medications for ADD and one pain medication will be included in the inventory.