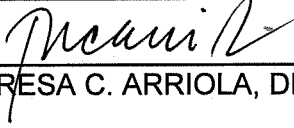


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Controlled Medication Acquisition Requirement	POLICY NO: AD-Pharma- 13	Page 1 of 1
RESPONSIBILITY: Pharmacy		
APPROVED BY:  THERESA C. ARRIOLA, DIRECTOR	DATE OF ORIGINAL APPROVAL: 11/14/19	LAST REVIEWED/REVISED: 11/14/19

PURPOSE:

This policy describes the process and required documentation for the acquisition of controlled substances.

POLICY:

- A. The acquisition process for Schedule II controlled substances shall follow the Federal DEA regulations using DEA Form 222. The acquisition process for schedule III, IV, and V controlled substances shall follow standard acquisition procedures for legend drugs.

DEFINITIONS:

PROCEDURE:

- A. Schedule II
 - 1. A pharmacist with appropriate power of attorney shall complete DEA form 222 in its entirety.
 - 2. The pharmacist who holds the power of attorney for GBHWC Director and is authorized to sign the DEA form 222.
 - 3. Once signed, the original and the second copy is given to the vendor with the order.
 - 4. The third copy of DEA Form 222 is maintained in the Main Controlled Substance safe/cabinet in the acquisition record file.
 - 5. Once the drugs are received and inventoried, the invoice is matched with the third copy of DEA Form 222; date of receipt and quantity received are entered on the DEA Form 222; and kept in the acquisition record file.
 - 6. Any errors or incorrectly completed forms that are voided shall be recorded and maintained in the acquisition record file.

- B. Schedule III, IV, and V
 - 1. No special forms are required to acquire these drugs. Most of these drugs are acquired through the current prime vendor wholesale.
 - 2. The acquisition procedure is initiated by the pharmacy technician upon notification of need by the pharmacist.
 - 3. Once the drugs are received and inventoried, the invoice is matched against the purchase order and is maintained in the acquisition record file.



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913

TEL: (671) 647-5330 FAX: (671) 649-6948


REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and approved the following:


Policy Title: Controlled Medication Acquisition Requirement

Policy No: AD-PHARMA-13

Initiated by: Pharmacy

Date	Signature
11/07/2019	

Quenie-Mei Fisher
Pharmacist

Date	Signature
11/7/19	

Carissa Pangelman
Deputy Director