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POLICY

CONTROLLED SUBSTANCES

8010

OBJECTIVE: To provide guidelines to ensure that appropriate security and accountability is maintained in the ordering, storage and dispensing of controlled substances Bullhook Community Health Center (BCHC).

1. Only pharmacy employees designated by the Pharmacy Director may order controlled substances.
2. Only pharmacy employees may open, unpack and verify controlled substance shipments.
3. A perpetual schedule II controlled substance inventory will be maintained.
4. Disposal of controlled substances will be accomplished in compliance with the Montana Board of Pharmacy rules and DEA regulations. An annual inventory of schedule II through V will be conducted.
5. All records pertaining to controlled substances will be maintained in a secure on-site storage area for a period of at least two years. Such records will include, but not be limited to, original prescription orders, wholesale, and manufacturer invoices, documentation of controlled substances wasted or returned, and 222 forms for ordering class II substances.
6. A separate manual log will be kept detailing all ordering and dispensing of class II medications.

Kynda Hall
 CHIEF EXECUTIVE OFFICER

Date: 10/14/19

Debi Rhoads
 CHAIR, BOARD OF DIRECTORS

Date: 10-14-19

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