



Monterey County Behavioral Health Policy and Procedure

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| Policy Number | 122 |
| Policy Title | Controlled Substance Prescription Form |
| References | None |
| Form | None |
| Effective | November 23, 1998 Revised: March 27, 2006 Revised: April 15, 2007 Revised: April 1, 2008 |

Policy

It is the policy of Monterey County Health Department – Behavioral Health Division to comply with the California Health and Welfare Code: 11165.5 new directives of July 2004 which eliminates the controlled substance prescription form requirements for Schedules controlled substances and after January 1, 2005, Schedule III controlled substance prescribers are required to meet the same prescription requirements imposed on other prescribable controlled substances.

Procedure

1. Monterey County Health Department – Behavioral Health Division (MCHD-BHD) psychiatrists will request Controlled Substance Prescription Forms through the MCHD-BHD Medical Director, providing the following:
 - a. A legible copy of his/her current CML and DEA certificate, along with the psychiatrist's signature, date, and day time telephone number.
2. The MCHD-BHD Medical Director submits a requisition to the account clerk, requesting the order and approves the proof from the printer for final authorization before it is printed.
3. The MCHD-BHD Medical Director's account clerk will call in the Controlled Substance Prescription Form request, and mail the request as well with the completed information regarding DEA certificate # (1a) to our current Security Printer vendor (paying for it with a credit card).
4. MCHD-BHD Medical Director will maintain a log of the distribution of controlled scripts.

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5. MCBH-BHD psychiatrist will maintain a copy of all controlled scripts issued with patient's name, address, date of birth, date of issue, controlled substance, strength, directions and quantity. (See Health & Welfare Code 11161.5, Attachment A).
6. The State of California expects all controlled substance prescriptions will be controlled scripts during 2008.

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45
46 ATTACHMENT 1
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49 11162.1. (a) The prescription forms for controlled substances shall
50 be printed with the following features:
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- 52 (1) A latent, repetitive "void" pattern shall be printed across
53 the entire front of the prescription blank; if a prescription is
54 scanned or photocopied, the word "void" shall appear in a
55 pattern across the entire front of the prescription.
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- 57 (2) A watermark shall be printed on the backside of the
58 prescription blank; the watermark shall consist of the words
59 "California Security Prescription."
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- 61 (3) A chemical void protection that prevents alteration by
62 chemical washing.
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- 64 (4) A feature printed in thermo-chromic ink.
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- 66 (5) An area of opaque writing so that the writing disappears if
67 the prescription is lightened.
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- 69 (6) A description of the security features included on each
70 prescription form.
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- 72 (7) (A) Six quantity check off boxes shall be printed on the form
73 and the following quantities shall appear:
74 1-24
75 25-49
76 50-74
77 75-100
78 101-150
79 151 and over.
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- 81 (8) In conjunction with the quantity boxes, a space shall be
82 provided to designate the units referenced in the quantity
83 boxes when the drug is not in tablet or capsule form.
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- 85 (9) Prescription blanks shall contain a statement printed on the
86 bottom of the prescription blank that the "Prescription is void if
87 the number of drugs prescribed is not noted."
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- 89 (10) The preprinted name, category of licensure, license number,
90 federal controlled substance registration number of the
91 prescribing practitioner.

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(11) Check boxes shall be printed on the form so that the prescriber may indicate the number of refills ordered.

(12) The date of origin of the prescription.

(13) A check box indicating the prescriber's order not to substitute.

(14) An identifying number assigned to the approved security printer by the Department of Justice.

(15) (a) A check box by the name of each prescriber when a prescription form lists multiple prescribers.

(b) Each prescriber who signs the prescription form shall identify himself or herself as the prescriber by checking the box by their name.

(1) Each batch of controlled substance prescription forms shall have the lot number printed on the form and each form within that batch shall be numbered sequentially beginning with the numeral one.

(Forms ordered pursuant to this subdivision shall have the name, category of licensure, license number, and federal controlled substance registration number of the designated prescriber and the name, address, category of licensure, and license number of the licensed health care facility the clinic specified in Section 1200, or the clinic specified in subdivision (a) of Section 1206 that has 25 or more physicians or surgeons preprinted on the form).