



ADMINISTRATIVE/FISCAL/CLINICAL/PHF POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

Section - QUALITY ASSURANCE	Effective: 9/27/2011
Policy - #69 PRESCRIPTION PAD SECURITY	Revised:
Director's Approval <u><i>Ann DeMole</i></u>	Date <u>11-22-11</u>
Deputy Director's Approval <u><i>[Signature]</i></u>	Date <u>11-10-11</u>
Form Ref. -	Reviewed:

POLICY:

It is the policy of the Santa Barbara County Mental Health Plan (SBC MHP) to comply with all relevant Federal and State laws, regulations, and other requirements. In particular, it is the policy of the MHP to ensure secure control of Alcohol, Drug, and Mental Health Services (ADMHS) physician prescription pads as required by Federal and State regulations.

PURPOSE:

To avoid diversion of prescription blanks for inappropriate or illicit use.

PROCEDURE:

1. The Assistant to the Medical Director will order prescription pads for physicians and keep a log of prescription pads that includes:
 - a. Date received
 - b. Beginning and ending serial numbers of each pad
 - c. Date given to physician
 - d. Physician's name
2. Auditing and reconciliation of prescription pads located in the Department's main inventory will be conducted on a quarterly basis, and other sites on a monthly basis with dual witnesses documenting the audit.
3. The Assistant to the Medical Director and other assistants at designated sites will keep blank prescription pads in a secure, locked location.
4. Upon request from a program site, the Assistant to the Medical Director will send prescription pads to requesting location. The receiving physician will sign an acknowledgment of receipt. This receipt is to be sent back along with used duplicate

prescription scripts, accounting for any missing scripts in writing, to the Assistant to Medical Director and kept on file for a period of seven years.

5. When the program site receives the prescription pads, they will be kept in a secured locked location. Designated staff will record, in a log, the beginning and ending serial numbers on each pad and distribute one pad at a time to the physician, recording in the log date, numbers, and physician's name.
6. Physicians are to either:
 - 1) Keep pads on their person at all time or,
 - 2) Keep pads in a secure, locked location.

After hours, the prescription blanks are stored in a secure, locked location.

7. Physicians are to report any lost or missing assigned prescription pads or single blanks to the Assistant to the Medical Director immediately upon discovery.
8. The Assistant to the Medical Director will report any suspected theft of a pad or blank prescription forms to the appropriate Regional Manager and to the Medical Director or Deputy Director for investigation.
9. Physicians who leave ADMHS must return all unused prescription blanks to the Assistant to the Medical Director.
10. When prescription blanks are no longer valid (physician no longer with ADMHS or other reason), the Assistant to the Medical Director will record the pad numbers and confirm by their signature on the log that the blanks were shredded or otherwise destroyed.

Assistance: Assistant to Medical Director

Reference:

Replaces: