

**HARBOR-UCLA MEDICAL CENTER
MATERIALS MANAGEMENT**

SUBJECT: ORDERING CONTROLLED SUBSTANCE PHYSICIAN PRESCRIPTION FORMS

POLICY NO. PROC046

POLICY: To provide a secure process for the ordering and delivery of controlled substance physician prescription forms.

PROCEDURE:

1.0 ORDER SUBMISSION

1.1 Each department (Anesthesia, Emergency Medicine, Family Medicine, Medicine, Neurology, OB, Ortho, Pediatrics, Psychiatry, Radiology and Surgery) will Complete a *Request for Procurement of Supplies or Services* form (HS2 - Form # 76R385C). HS2 must include:

- A minimum of 12 pads per physician must be ordered.
- Attachment to HS2 must include physician's information: **Physician name, address, State and DEA license numbers.**
- Obtain authorized signature(s) on HS2 and hand deliver to Materials Management to the attention of the Forms Buyer, Procurement Supervisor or Assistant Director of Operations.

Hospital
Address w/
Box #

2.0 ORDER PROCESSING

2.1 The designated buyer will verify the signatures on the HS2 with the authorized signature list prior to processing the HS2.

2.2 The buyer will assign a purchase order (PO) number to the requisition.

2.3 The buyer will place the order with Standard Register through Smartworks on-line ordering system. <https://login6.smartworks.com>.

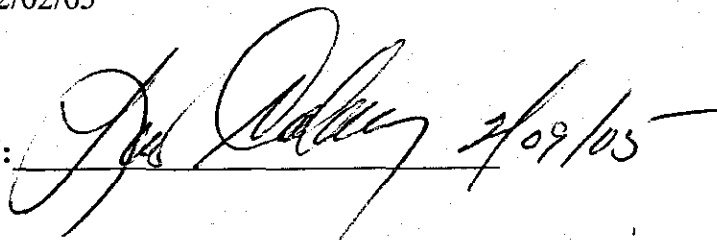
2.4 Buyer will complete order information (date ordered, estimated delivery date, and P.O. number) on the HS2. Returning the yellow copy in an envelope by mail to the designated department contact person.

Effective Date: 02/02/05

Revised:

Reviewed:

APPROVED BY:

 2/09/05

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3.0 VENDOR RESPONSIBILITY

- 31. Vendor will validate the accuracy of the data at two different websites. If the data is incorrectly entered, the validation will not occur and the order will be **REJECTED**. Standard Register will communicate with the buyer if necessary to resolve.
- 3.2 Vendor will print the forms as indicated on the order.
- 3.3 Vendor will package order; affix an address label indicating P.O. number, and "Deliver to Pharmacy B-404". Box will ship via UPS.

4.0 SHIPPING AND RECEIVING RESPONSIBILITIES

- 4.1 Upon receipt of the package marked "Deliver to Pharmacy", receiving staff will have the UPS driver deliver directly to the main dock in the pit. Receiving staff will call pharmacy at ext. 2357, alerting them that UPS will be making a delivery.

5.0 PHARMACY RESPONSIBILITIES

- 5.1 Pharmacy will meet the UPS driver and receive the boxes.
- 5.2 Pharmacy staff will remove the packing slip, which will identify the cost center and call the contact person (indicated on the list below) to come to pharmacy and pick up the forms.

Department Contact Information

Department	Cost Center	Contact Person	Ext	Alternate Contact	Ext.
Anesthesia	7451	Collin McDonald	4140	Nikki Elmer	4120
Emergency Medicine	7911	Susan Alvarado	3507	Maria Figueroa	3504
Family Medicine	7955	Maria Morse	533-6223	Rosa Espinoza	533-6221
Medicine	6882	Jan Kiernan	2400	Connie Trippy	2401
Neurology	6883	Nancy Anaya	3897	Olga Alvarez	3897
OB	6885	Bonnie Price	3544	Susan Batham	3563
Ortho	7934	Sue Rizzo	2716	Maria Garibay	2718
Pediatrics	6886	Joyce Richardson	2301	Pam Shea	2342
Psychiatry	6881	Sharon Frank	3137	Dorina Orozco	3101
Radiology	7631	Patti Hamm	2847	Amy Hall	2847
Surgery	6884	Kashim Baxter	2701	Loren Miyamoto	2702

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5.0 PHARMACY RESPONSIBILITIES CONTINUED

- 5.3 Department's contact person will pick up box or boxes and sign the packing slip.
- 5.4 Pharmacy staff will make and keep a copy of the signed packing slip, sending the original packing slip in an envelope to Materials Management attention Forms Buyer box 425.

6.0 RECEIVING THE ORDER IN THE SYSTEM

- 6.1 Upon receipt of the signed packing slip, the buyer will have the order received in the system making it ready for payment once the invoice is received.