

	<b>POLICY:</b> Prescriber Use of Hospital DEA Number
<b>Department:</b> Pharmacy	<b>Key Words:</b> DEA Number
<b>Unit:</b> IFH	
<b>Policy Manual:</b> Pharmacy	
<b>Original Policy Date:</b> June 1995	<b>Revised Date:</b> September 2013
<b>Approved by:</b>  <hr/> <b>Melanie Massiah-White, CPO</b> <b>Interim Director of Pharmacy, IFH</b>	<hr/>

## I. Policy

Use of the hospital Drug Enforcement Administration (DEA) number for prescribing of controlled substances will be limited to appropriate staff and residents in residency training programs at Inova Fairfax Hospital. Attending practitioners will have their own DEA number and such will be recorded as part of the process of admission to the medical staff.

## II. Purpose

To avoid misuse of the hospital DEA number and to comply with DEA regulations.

## III. Applies to

All licensed independent practitioners or residents duly authorized to prescribe controlled substances in the state of Virginia and employed, contracted by or on the medical staff of Inova Fairfax Hospital.

## IV. Expected Outcomes

Minimization of potential for misuse of the hospital's DEA number and no citations for lack of compliance with DEA regulations.

## V. Procedure

### A. RESIDENTS

1. Proper identification will be required before the DEA number can be issued.
2. The number assigned will consist of the hospital's DEA registration number plus a suffix which will be unique to each registrant.

3. Using this hospital assigned DEA number, a medical resident may prescribe controlled substances provided that:
  - i. Such prescribing is done in the usual course of professional practice
  - ii. The licensed independent practitioner (LIP) is authorized or permitted to do so by the Commonwealth of Virginia  
The hospital has verified that the LIP is permitted to prescribe
  - iii. The LIP acts only within the scope of his/her employment in the hospital and uses the hospital DEA number only for Inova Fairfax Hospital patient care
4. Residency program staff will fill in the following information on the DEA Registration Record:
  - i. The LIP's full name (printed)
  - ii. Date the number is being issued
  - iii. Witness's signature
  - iv. Sequential suffix number to be assigned to the physician as a DEA number
  - v. Expiration date for the use of the assigned DEA number (this will be for the duration of the resident's residency program at IFH)
5. The LIP must sign the Registration Record.
6. The current list of assigned suffixes and the corresponding practitioners will be available to other registrants, hospital staff and law enforcement agencies upon request for the purpose of verifying the authority of the prescribing individual practitioner.

## **B. ATTENDING LICENSED INDEPENDENT PRACTITIONERS**

1. LIP DEA numbers and signatures will be documented by the Medical Staff Office when a practitioner applies for privileges. This information will be perpetually retained in the practitioner's general file and Inova Centralized Credentialing (ICC) file.
2. This information will be available to pharmacists and other appropriate hospital staff for use in verifying signatures and DEA numbers in conjunction with medication orders, particularly orders for controlled substances.
3. The practitioner's DEA number is found in the individual's ICC file on the copy of the Controlled Substances Registration Certificate. The signature is found in the individual practitioner's file.
4. During regular office hours, the pharmacist may go to the Medical Staff Office and ask to see these files for the purposes of verifying DEA numbers and/or signature. After hours, the pharmacist should contact the Administrative Director who will assist them in entering the Medical Staff Office, File Room. Files are filed by Physician ID Number which can be found in the InovaNet Physician Directory.
5. DEA numbers may also be found in EPIC. In addition, the Medical Staff Office, Credentialing staff has access to DEA Number, a software database of DEA numbers.