

PHARMACY RECONCILIATION OF RECORDS AND CONTROLLED SUBSTANCES

PHARMACY

1. NMC/MTF/HOSPITAL/CLINIC NAME	2. Pharmacy Location
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INVENTORY TASKING	PERFORMED BY	
1. Each substance must have a separate NAVMED 6710/5, Perpetual Inventory of Narcotics Alcohol and Controlled Drugs or NAVMED 6710/1, Narcotic and Controlled Drug Account Record. Issues and receipts should be totaled for the period since the last inventory and entered on each form. The balance from the last inventory, minus issues, plus receipts, is recorded as the balance on-hand. The member performing this inventory step should initial each form. Each separate item should then be summarized on NAVMED 6710/23, Pharmacy Controlled Substances Inventory Board (CSIB) Working Paper Audit of NAVMED 6710/5.	Name	
	Rank / Rate	Date
a. Examine receipt documents for Schedule II controlled substances received by the pharmacy. These documents may include NAVMED 6710/1, Narcotic and Controlled Drug Account Record (returned stock); invoices; DEA Form 222, Official Order Forms; or any other receipt documents. Two authorized pharmacy personnel signatures must appear on these documents. Total the quantities received since the last Controlled Substances Inventory Board (CSIB) inventory. Summarize the quantities received on NAVMED 6710/23, Pharmacy Controlled Substances Inventory Board (CSIB) Working Paper Audit of NAVMED 6710/5.	Name	
	Rank / Rate	Date
b. Total, by CHCS report, C-II quantities added to the vault since the last CSIB inventory. Quantities added into the vault via computer should match quantities received by the pharmacy. Discrepancies must be investigated and reported. Delinquencies or discrepancies reported must be tracked to resolution. Controlled Substances Inventory Board (CSIB) should review delinquencies or discrepancies for trends and possible drug diversion.	Name	
	Rank / Rate	Date
2. Conduct a physical count of all Schedule II other designated controlled substances on a separate working paper; NAVMED 6710/23, Pharmacy Controlled Substances Inventory Board (CSIB) Working Paper Audit of NAVMED 6710/5. A different member must perform this step than the member who performs Step 1.	Name	
	Rank / Rate	Date
3. Steps 1 and 2 must reconcile. Discrepancies must be investigated to resolution and reported. Appropriate adjustments may be made to pharmacy records only with a written explanation which will be kept as part of the inventory for a period of two years. Signatures on NAVMED 6710/23, Pharmacy Controlled Substances Inventory Board (CSIB) Working Paper Audit of NAVMED 6710/5 must reflect work performed by those individuals in Steps 1 and 2.	Name	
	Rank / Rate	Date
4. Ensure accountability of ordering and receipts for DEA Form 222, Official Order Form.	Name	
	Rank / Rate	Date
5. Examine receipt documents for non-accountable controlled substances and other designated controlled substances received by the pharmacy. These documents may include DD Form 1348-1A, Issue Release/Receipt Document; DD Form 1348-2, Issue Release/Receipt Document With Address Label; DD Form 1149, Requisition and Invoice/Shipping Document; NAVMED 6710/1, Narcotic and Controlled Drug Account Record; or any other document used as a receipt for supplies. A random sample of receipt documents should be conducted using NAVMED 6710/24, Pharmacy Controlled Substances Inventory Board (CSIB) Working Paper Requisition Receipt.	Name	
	Rank / Rate	Date
6. Dispensing of controlled substances from the pharmacy bulk stores. Use NAVMED 6710/25 (03-2009), Pharmacy Controlled Substances Inventory Board (CSIB) Working Paper Issue From Bulk Stores.	Name	
	Rank / Rate	Date
a. Requisitions from bulk stores may be on DD Form 1289, Prescription Form; any local requisition forms; or an automatic replenishment system. There must be a complete inventory trail.	Name	
	Rank / Rate	Date
b. Requesting signatures must be authorized; quantities dispensed must conform to local instructions; and all issues must have authorized signatures different from the requester's signature. Authorized individuals are those approved by the pharmacy department head to request or receive controlled substances.	Name	
	Rank / Rate	Date

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c. Trace issues to their proper entry on NAVMED 6710/5, Perpetual Inventory of Narcotics Alcohol and Controlled Drugs. NAVMED 6710/25, Pharmacy Controlled Substances Inventory Board (CSIB) Working Paper Issue From Bulk Stores.		Name
		Rank / Rate Date
7. Reconciliation of working stock. A minimum amount of working stock, C-III, IV, and V, may be dispersed among other pharmacy stock provided the pharmacy is secure. Otherwise, all stock in this category shall be kept in a locked cabinet or an appropriate safe or vault.		Name
		Rank / Rate Date
a. Issues to this stock area from the bulk stores will be made on receipt of a properly prepared DD Form 1289, Prescription Form. An automatic replenishing system requires the use of a DD Form 1289 to account for the issue and receipt of C-II items.		Name
		Rank / Rate Date
b. An inventory of these items must be conducted at each change of shift or other frequent schedule and noted on NAVMED 6710/4, Narcotic and Controlled Drug Inventory-24 Hours.		Name
		Rank / Rate Date
c. Test check DD Form 1289, Prescription Form for completeness as in paragraph 5 above. Complete NAVMED 6710/26, Outpatient Issues For Schedule II Medications for those found incomplete.		Name
		Rank / Rate Date
d. Select several items randomly, physically count and reconcile with NAVMED 6710/1, Narcotic and Controlled Drug Account Record and with last inventory conducted on the NAVMED 6710/4Narcotic and Controlled Drug Inventory-24 Hours.. Applicable columns in NAVMED 6710/23, Pharmacy Controlled Substances Inventory Board (CSIB) Working Paper Audit of NAVMED 6710/5 may be used. Auditor shall indicate that the inventory was conducted by signing each NAVMED 6710/1.		Name
		Rank / Rate Date
<i>Branch medical clinic not authorized bulk storage should conduct a complete inventory of working stock; steps 1-3 provide guidance.</i>		
8. Use NAVMED 6710/26 to accomplish verification. Outpatient record verification should be made on a randomly selected number of DD Form 1289, Prescription Form transactions.		Name
		Rank / Rate Date
9. Ensure discrepancies noted on previous month's inventory have been corrected and discrepancies not corrected must be tracked and trended.		Name
		Rank / Rate Date
10. Ensure the pharmacy is verifying all NAVMED 6710/1, Narcotic and Controlled Drug Account Record forms over 30 days from date of issue.		Name
		Rank / Rate Date
11. Evaluate procedures for and record keeping of controlled drugs turned in by patients or other personnel to the pharmacy.		Name
		Rank / Rate Date
12. Determine if physical inventories of C-II substances are performed at least weekly. Review previous months in log book.		Name
		Rank / Rate Date

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13. Irreconcilable differences must be reported to appropriate authority (Security, NCIS, etc.). Ensure DEA Form 106, The Report of Theft of Controlled Substances is completed for theft or significant loss of any controlled substances.		Name
		Rank / Rate Date
14. Ensure deteriorated controlled substances are properly accounted for and is accomplished through the use of DoD drug return/destruction contractor or accomplished in the presence of a member of the Controlled Substances Inventory Board (CSIB) and reported to the commanding officer.		Name
		Rank / Rate Date