

SUPPLY SERVICE RECONCILIATION OF RECORDS AND CONTROLLED SUBSTANCES

PHARMACY

1. NMC/MTF/HOSPITAL/CLINIC NAME	2. Pharmacy Location	
INVENTORY TASKING	PERFORMED BY	
1. Conduct a physical count of all Schedule II and other accountable controlled substances using NAVMED 6710/27, Supply Controlled Substances Inventory Board (CSIB) Working Paper Physical Count Balance Sheet. This step and step 2 should be completed by different members of the inventory team.	Name	
	Rank / Rate	Date
2. Verify perpetual inventory records for Schedule II narcotics, and other drugs designated as controlled substances. Use NAVMED 6710/28, Pharmacy Controlled Substances Inventory Board (CSIB) Working Paper Verification of Perpetual Inventory Records.	Name	
	Rank / Rate	Date
a. For each stocked item, record ending inventory balance from the previous month's record in the "open" column.	Name	
	Rank / Rate	Date
b. Record all receipt documents in the "in" column for each item. These documents include, but are not limited to, DD Form 1149, Requisition and Invoice/Shipping Document; DEA Form 222, Official Order Forms; DD Form 1348-1A, Issue Release/Receipt Document; DD Form 1348-2, Issue Release/Receipt Document with Address Label; and DD Form 1155, Order for Supplies or Services. Ascertain that these documents were properly received by at least two supply personnel.	Name	
	Rank / Rate	Date
c. Record all issue documents in the "out" column. Examine all ordering documents. Ascertain that they have proper requesting signatures and are from those medical units that have authorization to obtain controlled substances. Determine that the person receiving the substance is different from the requester.	Name	
	Rank / Rate	Date
3. Reconcile the final balances of working NAVMED 6710/27, Supply Controlled Substances Inventory Board (CSIB) Working Paper Physical Count Balance Sheet. Any discrepancy must be reconciled and reported.	Name	
	Rank / Rate	Date
4. Trace issues from the supply department to proper entry on inventory records for the pharmacy service or other branch clinic inventory reports. This shall be verified by completing NAVMED 6710/24, Pharmacy Controlled Substances Inventory Board (CSIB) Working Paper Requisition Receipt, item number 4.	Name	
	Rank / Rate	Date
5. Verify each item on any Naval Medical Logistics Command "Controlled Substance Surveillance Report" and/or prime vendor "Monthly Record of Controlled Substances" received during the month. The item, unit of issue, and cost should agree with the information on the DD Form 1348-1A, Issue Release/Receipt Document; DD Form 1348-2, Issue Release/Receipt Document with Address Label; or the Prime Vendor Invoice (PV Order). Discrepancies should be reported to the Naval Medical Logistics Command (Code 06) in writing.	Name	
	Rank / Rate	Date
6. Verify that any discrepancy in shipping is being processed and reported per NAVSUPINST 6710.1B.	Name	
	Rank / Rate	Date
7. Conduct inventory of DEA Form 222, Official Order Forms. Account for all DEA Form 222s used since last inventory, including orders-in-transit during last inventory.	Name	
	Rank / Rate	Date