

HOSPITAL WARDS OR SPECIAL CLINICS RECONCILIATION OF RECORDS AND CONTROLLED SUBSTANCES

PHARMACY

1. NMC/MTF/HOSPITAL/CLINIC NAME

2. Pharmacy Location

INVENTORY TASKING

PERFORMED BY

1. On an unannounced basis, randomly check nursing units, OR suites, or clinics that dispense controlled substances. Include stock stored in cardiac arrest carts. Reconcile the amount noted on the NAVMED 6710/1, Narcotic and Controlled Drug Account Record or documented inventory available electronically from automated dispensing machine (ADM), with physical count of the locker. Auditor shall indicate that the inventory was conducted by signing each NAVMED 6710/1. Applicable columns in NAVMED 6710/23, Pharmacy Controlled Substances Inventory Board (CSIB) Working Paper Audit of NAVMED 6710/5 is used.

Name

Rank / Rate

Date

2. When ADM is not in place, examine NAVMED 6710/1, Narcotic and Controlled Drug Account Record and NAVMED 6710/4, Narcotic and Controlled Drug Inventory-24 Hours forms for legibility and complete entries. The supervisor shall remove all NAVMED 6710/4 forms over 3 months old from the Narcotic and Controlled Substances book and transfer them to the MTF archives for disposition per SECNAV M-5210.1, Department of the Navy Records Management Program.

Name

Rank / Rate

Date

3. Where the OF 517, Medical Record - Anesthesia is used to record wastage of controlled substances in lieu of automated dispensing machines or NAVMED 6710/1, Narcotic and Controlled Drug Account Record a random check of an appropriate number of OF 517s will be verified to show compliance with the following:

Name

Rank / Rate

Date

a. The upper right corner of the OF 517, Medical Record - Anesthesia shows the amount of controlled substances issued, used, and wasted with the block initialed legibly by two credentialed persons.

Name

Rank / Rate

Date

b. No significant trends are noted in controlled substance usage or waste (all negative findings will be investigated by the Controlled Substances Inventory Board (CSIB) and reported).

Name

Rank / Rate

Date