



McLean County Area EMS System

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MEMORANDUM

TO: MCAEMS System ILS and ALS Agencies
FROM: Michael Crabtree
Quality Assurance Coordinator
DATE: 10/1/2012
RE: Controlled Substance Prescriptions

Due to pharmacies experiencing controlled substance shortages, many agencies have found it necessary to have their prescription order filled at numerous pharmacies. In light of this, it has become necessary for the EMS office to modify the procedure to have a controlled substance prescription order authorized. Effective immediately, the process for fulfilling a prescription request will be as follows:

1. The agency will send to the system their prescription request in written form. Submitted with this request will be relevant copies of the controlled substance prescription log. At the time of request, agencies will state their preferred pharmacy for the particular order.
2. The system will review the order and relevant logs. If the logs support the requested order, it will be approved and sent to the indicated pharmacy. The system may contact the agency during this time to verify logs.
3. If the pharmacy cannot fill any of the order, the agency should secure the original prescription form back from the pharmacy. The agency may take the original prescription to any other pharmacy that can fulfill the order.
4. If the pharmacy can only fill part of the order, the agency must secure a letter from the pharmacy stating the order could not be filled as prescribed and outlining the medication requests outstanding;
OR
the agency may submit a copy of the purchase receipt to the EMS office along with a memo (on agency letterhead) outlining the medication request that is outstanding. The agency then must present this information to the system before another order will be generated.

These measures are necessary in order to close the loop on our controlled substance prescription logs. IF YOU RESTOCK YOUR CONTROLLED SUBSTANCE AT TIME OF USE THROUGH THE HOSPITAL, THE ABOVE PROCEDURE DOES NOT APPLY. Continue to restock your controlled substances as you are currently doing. Please feel free to contact the office if you have any questions.