



Idaho State Board of Pharmacy

1199 W Shoreline Lane Ste 303 Boise, Idaho 83702-9103 <http://bop.idaho.gov>
P.O. Box 83720 Boise, Idaho 83720-0067 208.334.2356 208.334.3536 fax

REQUIRED DOCUMENTS IDAHO PRESCRIBER DRUG OUTLET REGISTRATION

The following requirements must be met with submission of the application:

1. Application fee - amount indicated on the application
2. All fields are required to be completed. If a field does not apply enter 'N/A' for Not Applicable. Important note: We must have an email address for contact purposes. The 'contact email' that is provided is considered public record.
3. List of prescribing physicians to include their Idaho Controlled Substance Registration number and their corresponding Federal DEA Registration Number.
4. If not dispensing controlled substances complete and attach a 'Certification of No Dispensing of Controlled Substance' form.

Otherwise, reporting applies as indicated below;

IDAPA27.01.01.204. CONTROLLED SUBSTANCES -- PMP.

Specified data on controlled substances must be reported weekly, or more often as required by the Board, by all pharmacies holding a DEA retail pharmacy registration that dispense controlled substances and prescribers that dispense controlled substances. Data on controlled substance prescription drug samples does not need to be reported. (3-21-12)

Contact Person for reporting: Teresa Anderson at Teresa.Anderson@bop.idaho.gov or 208.334.2356.



Idaho State Board of Pharmacy

1199 W Shoreline Lane Ste 303 Boise, Idaho 83702-9103 <http://bop.idaho.gov>
P.O. Box 83720 Boise, Idaho 83720-0067 208.334.2356 208.334.3536 fax

Application for Idaho Prescriber Drug Outlet Registration Fee \$35

Type of Application: New Ownership Change Name Change – No fee Address Change – No fee

ADS - Automated Dispensing & Storage Systems: Yes No

Type of drugs dispensed: Non-Controlled Substances – If only dispensing non-controlled substances complete and attach the 'Certification of No Dispensing of Controlled Substances Prescriber Drug Outlets' form
 Controlled Substances – If checked see 'Required Documents' form for reporting code and contact person information

Current/Previous Registration #: _____ Current/Previous Name: _____

Name of Business: _____

DBA: _____

Physical Address: _____

City: _____ State: _____ Zip Code: _____

Ph#: _____ Fax#: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip Code: _____

Ph#: _____ Fax#: _____

Contact Person: _____ Ph#: _____ Email: _____

List of all Dispensing Practitioners at this location– Attach separate sheet if necessary

| Dispensing Practitioner Name | Practitioner Idaho Controlled Substance Registration # | Practitioner Federal DEA Registration # |
|------------------------------|--|---|
| | | |
| | | |
| | | |
| | | |
| | | |

List of all Suppliers of Drugs to this location – add separate sheet if necessary

| Name | Complete Address (Street, City, State & Zip) | Phone # | Wholesaler or Pharmacy Idaho License # |
|------|--|---------|--|
| | | | |
| | | | |
| | | | |

54-1726.GROUNDS FOR DISCIPLINE. The board of pharmacy may refuse to issue or renew, or may suspend, revoke or restrict the licenses of any person, pursuant to the procedures set forth in [chapter 52, title 67](#), Idaho Code, upon one or more of the following grounds: (d) Fraud or intentional misrepresentation by a licensee in securing the issuance or renewal of a license.

Signature of responsible party: _____ Date _____



Idaho State Board of Pharmacy

1199 W Shoreline Lane Ste 303 Boise, Idaho 83702-9103 <http://bop.idaho.gov>
P.O. Box 83720 Boise, Idaho 83720-0067 208.334.2356 208.334.3536 fax

Prescription Monitoring Program AWA^Rx^E
1199 Shoreline Lane Suite 303/PO Box 83720
Boise, ID 83720-0067
Telephone: (208) 334-2356/Fax: (208) 334-4814

Certification of No Dispensing of Controlled Substances Prescriber Drug Outlets

| | | | |
|---|--|-------------------------|------------|
| Please provide the information requested below. (Print or Type) Use full name not initials | | | |
| Name of Prescriber Drug Outlet | | | |
| Idaho Prescriber Drug Outlet License Number | | Prescriber DEA Number | |
| Street Address | | City | State Zip |
| Email Address | | Telephone Number | Fax Number |
| Prescriber Drug Outlet Owner | | License Number of Owner | |
| By signing this form I certify that: | | | |
| <ul style="list-style-type: none"> • My office does not currently deliver any drugs covered by the program (Schedule II, III, IV or V controlled substances) to patients. • If our business practice changes regarding dispensing drugs covered by the program to patients, we will immediately notify the Idaho Board of Pharmacy and begin submitting as required by Idaho Rule 204. • My office will resubmit this form every year with our prescriber drug outlet license renewal in order to recertify that the office does not deliver any drugs covered by the program to patients. | | | |
| Signature: | | Date: | |
| If approved, this form removes the requirement of zero reporting to the Idaho Prescription Monitoring Program until your next licensing renewal date, unless you begin dispensing controlled substances to ultimate users who have an Idaho address. | | | |

| For Board of Pharmacy Use Only | | | |
|--------------------------------|-------------------------|---------------|----------------|
| Date Received: | Approved Disapproved | BOP Signature | Date of Action |
| Notes: | | | |



Idaho State Board of Pharmacy

1199 W Shoreline Lane Ste 303 Boise, Idaho 83702-9103 <http://bop.idaho.gov>
P.O. Box 83720 Boise, Idaho 83720-0067 208.334.2356 208.334.3536 fax

Idaho Statutes and Rules Pertaining to Prescriber Drug Outlet Registrations

54-1721.UNLAWFUL PRACTICE.

- (1) It shall be unlawful for any person or business entity to engage in the practice of pharmacy including, but not limited to, pharmaceutical care services in or into Idaho unless licensed or registered to so practice under the provisions of this chapter, except as provided herein:
- (a) Physicians, dentists, veterinarians, osteopaths or other practitioners of the healing arts who are licensed under the laws of this state may deliver and administer prescription drugs to their patients in the practice of their respective professions where specifically authorized to do so by statute of this state;

54-1739.PROSPECTIVE DRUG REVIEW AND COUNSELING.

- (1) Before dispensing any prescription, a pharmacist shall complete a prospective drug review as defined in section 54–1705, Idaho Code.
- (2) Before dispensing a prescription for a new medication, or when otherwise deemed necessary or appropriate, a pharmacist shall counsel the patient or caregiver. In addition to the counseling requirements provided in section 54–1705, Idaho Code, counseling shall include such supplemental written materials as required by law or as are customary in that practice setting. For refills or renewed prescriptions, a pharmacist or a technician shall extend an offer to counsel the patient or caregiver. If such offer is accepted, a pharmacist shall provide such counseling as necessary or appropriate in the professional judgment of the pharmacist. All counseling and offers to counsel shall be face to face with the patient or caregiver when possible, but if not possible, then a reasonable effort shall be made to contact the patient or caregiver. Nothing in this section shall require a pharmacist to provide counseling when a patient or caregiver refuses such counseling or when counseling is otherwise impossible. Patient counseling shall not be required for inpatients of a hospital or institutional facility when licensed health care professionals administer the medication.

(3) This section shall apply to all registered and licensed pharmacies, including mail service pharmacies. **In cases of prescriber dispensing, the prescriber shall perform the prospective drug review and counseling consistent with the provisions of this section.**

105. PATIENT COUNSELING DOCUMENTATION. Documentation must be created and retained sufficient to evidence compliance with the offer to counsel and counseling requirements of the Idaho Pharmacy Act. (3-21-12)

140. STANDARD PRESCRIPTION DRUG LABELING. Unless otherwise directed by these rules, a prescription drug must be dispensed in an appropriate container that bears the following information: (3-21-12)

- 01. Dispenser Information.** The name, address, and telephone number of the dispenser (person or business); (3-21-12)
- 02. Serial Number.** The serial number; (4-4-13)
- 03. Date.** The date the prescription is filled; (3-21-12)
- 04. Prescriber.** The name of the prescriber; (3-21-12)
- 05. Patient.** The name of the patient, and if the patient is an animal, the species; (3-21-12)
- 06. Drug Name and Strength.** Unless otherwise directed by the prescriber, the name and strength of the drug (the generic name and its manufacturer's name or the brand name); (3-21-12)
- 07. Quantity.** The quantity of item dispensed; (3-21-12)
- 08. Directions.** The directions for use; (3-21-12)
- 09. Cautionary Information.** Cautionary information as required or deemed appropriate for proper use and patient safety; (3-21-12)
- 10. Expiration.** An expiration date that is the lesser of: (3-21-12)
 - a. One** (1) year from the date of dispensing; (3-21-12)
 - b.** The manufacturer's original expiration date; (3-21-12)
 - c.** The appropriate expiration date for a reconstituted suspension or beyond use date for a compounded product; or (3-21-12)
 - d.** A shorter period if warranted; (3-21-12)
- 11. Refills.** The number of refills remaining, if any, or the last date through which the prescription is refillable; and (3-21-12)
- 12. Warning.** The warning: "Caution: State or federal law, or both, prohibits the transfer of this drug to any person other than the patient for whom it was prescribed." (3-21-12)
- 13. Pharmacist Identification.** The initials or other unique identifier of the dispensing pharmacist. (4-4-13)



Idaho State Board of Pharmacy

1199 W Shoreline Lane Ste 303 Boise, Idaho 83702-9103 <http://bop.idaho.gov>
P.O. Box 83720 Boise, Idaho 83720-0067 208.334.2356 208.334.3536 fax

145. PRESCRIPTION DRUG PACKAGING. Prescription drugs must be dispensed in packaging materials that preserve the integrity, cleanliness, and potency of commercially available and compounded drug products. (3-21-12)

200. CONTROLLED SUBSTANCES: POSITIVE IDENTIFICATION REQUIRED. A potential recipient of a controlled substance must first be positively identified or the controlled substance must not be dispensed. (3-21-12)

01. Positive Identification Presumed. Positive identification is presumed and presentation of identification is not required if dispensing directly to the patient and if: (3-21-12)

- a. The controlled substance will be paid for, in whole or in part, by an insurer; or (3-21-12)
- b. The patient is being treated at an institutional facility or is housed in a correctional facility. (4-4-13)
- c. The filled prescription is delivered to the patient's residence either by mail, common carrier, or an employee of the pharmacy. (4-4-13)

02. Personal Identification. Presentation of identification is also not required if the individual receiving the controlled substance is personally and positively known by a pharmacy or prescriber drug outlet staff member who is present and identifies the individual and the personal identification is documented by recording: (3-21-12)

- a. The recipient's name (if other than the patient); (3-21-12)
- b. A notation indicating that the recipient was known to the staff member; and (3-21-12)
- c. The identity of the staff member making the personal identification. (3-21-12)

03. Acceptable Identification. The identification presented must include an unaltered photograph and signature and acceptable forms include: (3-20-14)

- a. A valid U.S. state or U.S. military driver's license or identification card; (3-20-14)
- b. A Western Hemisphere Travel Initiative (WHTI) compliant document (i.e., Enhanced Driver's License (EDL) or Nexus Air Card); (3-20-14)
- c. A valid passport; and (3-20-14)
- d. A U.S. passport card (PASS Card). (3-20-14)

04. Identification Documentation. Documentation of the recipient's identification must be permanently linked to the record of the dispensed controlled substance and must include: (3-21-12)

- a. A copy of the identification presented; or (3-21-12)
- b. A record that includes: (3-21-12)
 - i. The recipient's name; (3-21-12)
 - ii. A notation of the type of identification presented; (3-21-12)
 - iii. The government entity that issued the identification; and (3-20-14)
 - iv. The unique identification number. (3-20-14)

204. CONTROLLED SUBSTANCES: PMP. Specified data on controlled substances must be reported weekly, or more often as required by the Board, by all pharmacies holding a DEA retail pharmacy registration that dispense controlled substances in or into Idaho and prescribers that dispense controlled substances to humans. Data on controlled substance prescription drug samples does not need to be reported. (4-4-13)

01. Online Access to PMP. Online access to the Board's PMP is limited to licensed prescribers and pharmacists for treatment purposes. To obtain online access, a prescriber or pharmacist must: (3-21-12)

- a. Complete and submit a registration application and a written agreement to adhere to the access restrictions and limitations established by law; (3-21-12)
- b. Obtain Board approval for access; and (3-21-12)

205. CONTROLLED SUBSTANCES: CURRENT, COMPLETE, AND ACCURATE RECORDS. Each controlled substance registrant must maintain a current, complete, and accurate record of each substance manufactured, imported, received, ordered, sold, delivered, exported, dispensed, or otherwise disposed of by the registrant, except that a registrant is not required by this rule to maintain a perpetual inventory. (3-21-12)

206. CONTROLLED SUBSTANCES: INVENTORIES.

01. Annual Inventory of Stocks of Controlled Substances. Each registrant must conduct an inventory of controlled substances on hand annually within seven (7) days of the date of the prior year's inventory in a form and manner that satisfies the inventory requirements of federal law. (4-4-13)

02. Separate Inventories for Each Location. A separate controlled substances inventory must be taken and retained at each registered location. (3-21-12)

03. Inventory on PIC or Director Change. A complete controlled substance inventory must be conducted in the event of a change of PIC or director on or by the first day of employment of the incoming PIC or director. (4-4-13)

04. Inventory After Discovery of Theft or Loss. A complete controlled substance inventory must be conducted within forty-eight (48) hours of the discovery of a theft or reportable loss of a controlled substance. (3-21-12)



Idaho State Board of Pharmacy

1199 W Shoreline Lane Ste 303 Boise, Idaho 83702-9103 <http://bop.idaho.gov>
P.O. Box 83720 Boise, Idaho 83720-0067 208.334.2356 208.334.3536 fax

- 05. Inventory on Addition to Schedule of Controlled Substances.** On the effective date of an addition of a substance to a schedule of controlled substances, each registrant that possesses that substance must take an inventory of the substance on hand, and thereafter, include the substance in each inventory. (3-21-12)
- 06. Annual Inventory Compliance.** Complete inventories conducted as otherwise required by these rules may also be considered in complying with the annual inventory requirement. (3-21-12)
- 207. CONTROLLED SUBSTANCES: INVENTORIES AND RECORDS MAINTENANCE.** Each controlled substance registrant must maintain inventories and records of controlled substances as follows: (3-21-12)
- 01. Inventories and Records for Schedules I and II.** Inventories and records of controlled substances listed in Schedules I and II must be maintained separately from all other records of the registrant. (3-21-12)
- 02. Inventories and Records for Schedules III, IV, and V.** Inventories and records of controlled substances listed in Schedules III, IV, and V must be maintained separately from all other records or in a manner that the information required is readily retrievable. (3-21-12)
- 03. Controlled Substance Prescription Drug Orders.** Each registered pharmacy must maintain prescription drug orders for controlled substances listed in Schedules II through V as follows: (3-21-12)
- Paper prescription drug orders for Schedule II controlled substances must be maintained at the registered location in a separate prescription file. (3-21-12)
 - Paper prescription drug orders for Schedules III, IV, and V controlled substances must be maintained at the registered location either in a separate prescription file for Schedules III, IV, and V controlled substances only or in a readily retrievable manner from other prescription records as required by federal law. (3-21-12)
 - Electronic prescription drug orders for controlled substances must be maintained in a system that meets the requirements of federal law. The records may be maintained at another location if readily retrievable at the registered location. The electronic application must be capable of printing or otherwise converting the records into a readily understandable format at the registered location and must allow the records to be sortable by prescriber name, patient name, drug dispensed, and date filed. (3-21-12)
- 04. Central Records Storage.** Financial and shipping records including invoices, but excluding controlled substance order forms and inventories, may be retained at a central location if the registrant has provided DEA notification of central recordkeeping as required by federal law. (3-21-12)
- 05. Rebuttal Presumption of Violation.** Evidence of an amount of a controlled substance that differs from the amount reflected on a record or inventory required by state or federal law creates a rebuttable presumption that the registrant has failed to keep records or maintain inventories in conformance with the recordkeeping and inventory requirements of state and federal law. (3-21-12)
- 208. CONTROLLED SUBSTANCES --THEFT OR LOSS REPORTING.** A registrant must report to the Board on the same day reported to the DEA a theft or loss of a controlled substance that includes the information required by federal law. (3-21-12)
- 260. DRUG PRODUCT STORAGE.** Drugs must be stored in accordance with USP-NF requirements in an area maintained and secured appropriately to safeguard product integrity and protect against product theft or diversion. (4-4-13)
- 261. EXPIRED, ADULTERATED, DAMAGED, OR CONTAMINATED DRUGS.**
- 01. Removal and Isolation of Damaged Drugs Required.** Expired, deteriorated, adulterated, damaged, or contaminated drugs must be removed from stock and isolated for return, reclamation, or destruction. (3-21-12)
 - 02. Sale or Distribution of Damaged Drugs Prohibited.** Dispensing, delivering, or placing in saleable stock damaged or contaminated drugs is prohibited without first obtaining written Board approval. (3-21-12)
 - 03. Adulterated Drug Reporting Required.** A licensee or registrant must report to the Board any adulteration of a prescription drug. (3-21-12)
- 263. CONTROLLED SUBSTANCE DISPOSAL.** A controlled substance registrant must dispose of expired, excess, or unwanted controlled substances through the services of a DEA-registered reverse distributor or by another method permitted by federal law. (3-21-12)