

The questions below are intended to be used during audits for physicians who have obtained a dispensing permit for their practice.

Please note, these are completed on a case-by-case basis, and more information may be requested depending upon the educational auditor's observations.

- Who has access to the drug room/closet?
- Camera (required)
  - If so, how many cameras are there?
  - How long is the video memory stored?
  - Do the cameras capture footage of the doors?
- Locked door (required)
  - How many locked doors are in the drug room?
- Is there a policy in place regarding dispensing and access?
- How does the physician manage expired medications?
  - Destruction manifest?
  - Return manufacturer?
  - If controlled, does the physician use the DEA 41-B form?
  - If there is a thief, does the physician use the DEA 106 form?
- Is there a log documenting the destruction of expired medication, which includes the signatures of both a physician and a witness?
  - How long is that log kept?
- Is there a 5-year record of dispensing?
  - Should include Patient's name, Lot # (for recalls), quantity, and dispensing date.
- Is there a manifest showing the invoices for two (2) years?
- Refrigerator- Is there a control temperature log? (35.6-46°F)
- If mailing out of state, does the physician have a license in the state of receipt?
- If controlled, a yearly inventory log is recommended and sent to the OSBOE board
- The dispensing bottle for patients needs to include:
  - Name, DOB, physician address with office address, date, drug name w/mg, directions, and quantity

**Compounding:**

- If compounding, is the physician following guidelines USP 797 and 795?