

Controlled Substance Medication Policy (Schedule 2, 3, 4 and 5)

Revised 1/8/2019

Scheduled prescriptions are those medications regulated by the Federal Drug Administration in such a fashion that special licensing is required for providers to prescribe the product, and certain restrictions are often applied and enforced for the distribution and use of such medications. These restricted medications are categorized into class 1 through 5. Medications of concern in this policy are those contained within these classes.

Abuse in the form of misusing, overusing, and selling has been reported to be of significant concern in the United States. To this end, FMOM providers strive to ensure, to the best of their ability, that all prescriptions are used properly and for their intended purpose. Even though the majority of people will respect these ends, significant numbers will not, necessitating that steps be taken to screen all to define and identify the few (much as we have become accustomed to at airports).

Following are the guidelines for prescribing Schedule 2, 3, 4, and 5 Controlled Medications effective January 8, 2019:

Provider will issue the initial prescription during a scheduled patient office visit arranged for that purpose. Appropriate documentation must appear in the chart regarding the source of the pain, an appropriate history and physical exam documenting the patient's problem, and the decision to prescribe the medication with the appropriate notation of amounts, dosages, duration and follow-up scheduled for re-evaluation.

1. All Class 2 Controlled Substance prescriptions shall be for a maximum of 30 days for any one fill at a designated pharmacy.
 - a. These prescriptions can be so designated they can be refilled for a maximum of two (2) times (3 individual scripts, equaling 90 days total). If a patient's third party payer allows, one 90-day prescription with no refill may be issued instead. With either option, the prescriptions CAN NOT BE CHANGED OR ALTERED ONCE ISSUED unless the patient is seen in the office for a scheduled appointment with the prescribing provider and changes/alterations made are documented in the patient record along with the reason such changes/alterations are made. Any "unused scripts" from previously dispensed prescriptions must be accounted for and/or collected back prior to the issuance of the new prescription. A history of the prior script being "kept by the pharmacy" will not suffice—all previous scripts must be accounted for and made null and void.
 - b. Once the initial visit establishing the use of a class 2 Controlled Substance medication has been made, the following will apply for follow-up care:
 - i. All scripts issued for Class 2 Controlled Substance medications will include the earliest date that the script can be filled, entered into the "Sig" section of the issued script.

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- ii. The date entered must be for thirty (30)-days following the previously written script date for the same product (assuming it was written for 30 days). DO NOT use four (4) weeks. (The refill date entered into the “Sig” line of the first script at recheck would be 30 days after the date entered into the “Sig” line of the last script of the previous ninety [90] day issuance).
 - iii. Each of the three (3) issued scripts for thirty (30) day supply of the controlled substance to cover a full 90 day script will contain the earliest refill date at 30-day intervals such that the pharmacist will know the earliest date when the refill may be completed.
 - iv. **NO** prescription for a controlled substance shall be authorized by telephone.
 - v. **NO** prescription for a controlled substance shall be dispensed through the front desk (reception).
 - vi. **NO** prescription for a controlled substance shall be issued after regularly scheduled office hours by the on-call provider.
2. Class 3, 4 and 5 medications will be administered using the same guidelines as for class 2 medications with the exception that class 3, 4, and 5 medications can be prescribed for a maximum of 90 days on any one script (without monthly refill scripts being necessary) and can total a period of time covering 180 days maximum (90-day script with one [1] refill).
3. All patients using prescribed Controlled Substance medications on a continuing basis must be monitored through regularly scheduled office visits.
 - a. All patients using continuing Class 2 Controlled Substance Medications (including medications prescribed for ADHD, ADD, “Hyperactivity”, and the like, no matter the Controlled Substance classification) will be evaluated by an office (FMOM) behavioral therapist as deemed necessary by provider to assure the safe and effective use of the prescribed Controlled Substance medication(s).
 - b. All patients using continuing Class 3 and 4 Controlled Substance medications may or may not be required to visit a behavioral therapist on a scheduled basis deemed necessary by the provider to assure the safe and effective use of the prescribed Controlled Substance medications(s).
 - c. All patients using Class two (2) FDA restricted (scheduled) medications must be seen and evaluated every 90 days or less by the prescribing provider at a regularly scheduled office visit.
 - d. All patients using Class 3, 4 or 5 FDA restricted (scheduled) medications must be seen and evaluated every 180 days or less by the prescribing provider at a regularly scheduled office visit.

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- e. Any alterations in the quantity or method of using the medication must be completed at a regularly scheduled office visit with the provider establishing the reason for such alterations.
4. Controlled Substance medications prescribed for Attention Deficit Syndrome (ADHD, ADD, "Hyperactivity", etc.) have the following additional stipulations that must be met.
 - a. All patients prescribed such medication(s) must be given a thirty (30)-day supply with no refill at the initial visit and re-evaluated within that 30-day period of time at a scheduled office visit to record progress, response, adverse effects, and like information in the patient's record as deemed pertinent to the case by the prescribing provider.
 - b. Should the 30-day recheck appointment above referenced indicate continued use of the medication, the 90-day rule as stated for Class 2 Controlled Substance medications will apply.
 - c. If the patient does not return for a 90-day recheck, refill prescription for the medication will not be issued. If a recheck visit is not completed within 120 days following the patient's previous visit, the preceding process must be started from the beginning again with a new script and a 30 day follow-up visit scheduled prior to instituting a 90-day monitoring schedule again.
5. All lost, destroyed, stolen, expired or otherwise misplaced or misused Controlled Substance medications and/or their scripts **will not be replaced**.
6. All patient's utilizing *CONTINUING CONTROLLED SUBSTANCE PRESCRIPTION(S)* that include a Class two (2) or ADHD/ADD/"Hyperactivity"/or like medication will necessarily have to sign a Controlled Substance Agreement. Continuing use of a Class 3, 4, or 5 Controlled Substance prescription will require a Controlled Substance Agreement at the discretion of the provider.