

Vermont Psychiatric Care Hospital Policy and Procedure		
Prescription Form 222 and Prescription Pad Control		
Effective: September 2014	Revised: September 2024	Due for Review: September 2026

POLICY

The pharmacy department is responsible for the control of prescription form 222 and prescription pads that are utilized in Vermont Psychiatric Care Hospital. (VPCH).

PROCEDURE

All prescription form 222 and prescription pads will be treated as a Controlled Substance and stored in the Pharmacy CII Safe until distribution. Prescription form 222 is filled out by a licensed registered pharmacist in the event the CSOS system of ordering-controlled substances is not functioning.

Individual blank Prescriptions will be distributed upon request by the Prescribing Physician during the Discharge process for VPCH individuals as needed.


When prescription pads and forms are received into the pharmacy, they will be kept in the locked C2 safe.

All forms and pads will be inventoried, and records kept of receipt, distribution, and destruction. These records will be kept for 3 years as required of Controlled substances.

Prescription form 222 and prescription pads that cannot be accounted for (i.e. lost or stolen) will be treated as a Controlled Substance discrepancy and will follow the established procedure for resolution, including, if appropriate, following federal and state guidelines for unaccounted for prescription form/ pads.

References

Joint Commission M.M. 03.01.01

Approved by	Signature	Date
Emily Hawes, Commissioner, Vermont Department of Mental Health		9/25/2024