

# Memorandum

**To: County Psychiatrists and psychiatric residents**  
**From: Barbara Liang, PharmD, Mental Health Pharmacy Manager**  
**Celia Moreno, MD, Outpatient Mental Health Medical Director**  
**Date: 5/8/2009**  
**Re: Controlled Substance Prescription Pads**

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The County has ordered a supply of the new tamper resistant security forms for all county psychiatrists. Hopefully, this supply will last you at least 12 months.

The old triplicates are still valid until the end of this year. Starting January 1, 2005, all controlled substances (Schedule II-V) prescriptions need to be written on the new tamper resistant forms.

**How to fax or phone in a prescription to the pharmacy:**

Schedule II (eg. stimulants): the pharmacy needs the original prescription, cannot be called in or faxed in.

Schedule III-V (eg. benzodiazepines, zolpidem, zaleplon): prescriptions which may be faxed or called in to the pharmacy, need to be written on our regular county prescription forms and not on the tamper-resistant forms. The new security forms will print "VOID" when faxed.

**The County strongly recommends faxing prescriptions instead of phoning, in order to have paper documentation in case of discrepancies or errors.** Pharmacies unfamiliar with MH prescribers may phone the prescriber for verification of the faxed prescription. To avoid a phone call, the person faxing the prescription can sign at the bottom of the prescription before faxing, this serves as a verification to the pharmacy that the prescription was faxed by a clinic personnel.

**Annual bulk order:**

The County will be making annual orders for additional prescription pads each July. In order to facilitate this new process, please **send in copies of your California license and DEA registration renewals in a timely fashion to Pat Miles, QI Manager.**

If you run out of security forms before July, please complete the attached form with Celia Moreno's authorization. Then fax the order form, along with required documents, to:

Attention: Randy Lewis  
Minuteman Press of Mission Valley  
7525 Metropolitan Dr. Ste. 303  
San Diego, CA 92108  
Phone: (619) 297-8929  
Fax: (619) 299-7046