

**Title: (DEA) Drug Enforcement Administration Expiration Certificate Or Indiana (CSR)
Controlled Substance Registration**

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Location: Saint Joseph Regional Medical Center Plymouth		Department: Plymouth- Medical Staff Affairs

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POLICY:

1. In accordance with The Joint Commission and ISDOH guidelines, all physicians who prescribe or administer controlled substances shall have a valid Federal Drug Enforcement Administration Certificate and Indiana Control Substance Registration.

PROCEDURE:

- A. Medical Staff Coordinator shall monitor registration and certification expirations.
- B. Warning letters will be sent to physicians sixty (60) days and thirty (30) days prior to expiration of such licensure from the Centralized Credentialing Office.
- C. Upon expiration, letters will be sent to those not in compliance which states that they will be temporarily suspended for this non-clinical administrative factor until proof of valid registration/certification is received by the Medical Staff Office.
- D. In the event, a physician has provided information that they have completed application for an updated registration/certification and no restrictions are pending, the Medical Executive Committee shall be informed and the decision for a physician to administer or prescribe controlled substances, while waiting for the license, will be reviewed on a case by case basis.
- E. Once the Medical Executive Committee decides to allow a physician to practice, it is the responsibility of the physician whose registration/certificate has expired to obtain co-signature, prior to processing the order for controlled substances, from another physician with valid licensure.

References/Standards:

- Policy Origin Date: June 2004
- Review Date: March 2005
- Revised Date:
- Effective Date: June 2004