

ECMC Office of Prehospital Care

Controlled Substance Paperwork Flow/Requirements

For Each Call:

- ❑ Document the call on a paper PCR or electronic PCR.
- ❑ Complete the *Controlled Substance Administration & Waste Record*. Make sure it is Complete!
- ❑ Fax a copy of the PCR & *Controlled Substance Administration & Waste Record* to ECMC at (716) 898-3721.
- ❑ Maintain original copies of the PCR & *Controlled Substance Administration & Waste Record* in-house.

NOTE: Medical Command must be called for every administration of a controlled substance. If Valium is administered under a standing order protocol, Medical Command must be contacted as soon as possible after the administration so that a Medical Command Record can be completed. Document this Medical Command Record Number on the *Controlled Substance Administration & Waste Record*.

Daily/Weekly:

- ❑ Complete an inventory of controlled substances.
- ❑ Document the inventory on an appropriate agency form.
- ❑ Record the sequential number of any lockout tags used.
- ❑ Maintain a copy of this inventory record in-house.

Monthly:

- ❑ Complete the *ALS Summary Report for Diazepam Administration* & the *ALS Summary Report for Morphine Administration*.
- ❑ Mail a copy of each summary report to the ECMC Pharmacy.
- ❑ Mail a copy of each *Controlled Substance Administration & Waste Record* completed during the month to the ECMC Pharmacy.
- ❑ Maintain copies of the *ALS Summary Report for Diazepam Administration* & the *ALS Summary Report for Morphine Administration* in-house.

NOTE: All records must be submitted to the ECMC Pharmacy no later than 10 days after the end of the month.

Semi-Annually:

- ❑ Complete and submit the NYS Department of Health *Controlled Substance Biannual Report for Pre-hospital ALS Agencies* form.
- ❑ Maintain a copy of the *Controlled Substance Biannual Report for Pre-hospital ALS Agencies* in-house.

NOTE: When destroying expired controlled substances, document the waste/destruction on the *Controlled Substance Administration & Waste Log*. Treat this instance just like a patient administration and fax the *Controlled Substance Administration & Waste Record* to the ECMC Office of Prehospital Care. Include this form with the monthly paperwork submission to the ECMC Pharmacy.