

Hospital Application for Reregistration (Form DHHS 226-A)

NC Department of Health and Human Services

Division of Mental Health, Developmental Disabilities, and Substance Abuse Services – Drug Control Unit 3008 Mail Center Service Center Raleigh, North Carolina 27699-3008 (919) 733-1765

Application Instructions - PLEASE READ THESE INSTRUCTIONS CAREFULLY

This application will be used by the North Carolina Department of Health and Human Services' Drug Control Unit to initiate a registration renewal under the North Carolina Controlled Substances Act of 1971 as well as assist in determining whether or not the registrant is in compliance with State and Federal laws pertaining to controlled substances. Therefore, please fill out this application in its entirety. Do not leave any fields blank, rather indicate that a field is not applicable by typing "N/A" in the space provided. Failure to complete the entire form will result in the application being returned to the registrant along with a request for additional information. To submit this Application for Reregistration, e-mail both the completed electronic PDF and a signed PDF copy to nccsareq@dhhs.nc.gov along with a signed PDF copy of a Registrant Disclosure of Loss, Diversion, or Destruction of Controlled Substances (Addendum to Forms DHHS 226 and 227). In accordance with 10A NCAC 26E.0104, the registrant must also submit a required, nonrefundable application fee in the amount of \$300.00. For payment submission questions, please contact the Drug Control Unit.

Attestation							
By signing below, you at document. Furthermore, responses are subject to	you attest the	at all of the inform	ation provided	on this form is true, o	accurate, and comp	lete to the best of	
					Date		
Signature					Phone Number		
Name and Title					E-Mail Address		
Section A - Regi	strant Info	ormation					
Facility Name					NC DHHS Registr	ation #	
Facility's Address				I	Facility's County		
Facility's State, City, Zip					Facility's Phone	Number	
Mailing Address				I	Number of Beds		
Mailing State, City, Zip					Board of Pharma	cy No.	
Administrator	Name:				Title:		
Section B - Regi	istration C	Classification					
B1. Check all applicable	drug schedule	es in which you ar	e applying for:				
\square Schedul	e II (Narcotic)		\square Schedule	III (Narcotic)	☐ Scho	edule IV	
☐ Schedul	e IIN (Non-nai	rcotic)	☐ Schedule	IIIN (Non-narcotic)	☐ Sch	edule V	
B2. Are you currently au otherwise handle contro North Carolina or the Fe	olled substanc	ces in the schedule	, ·	· · · · ·	•	☐ Yes	□ No
B3. Has the registrant be possession, distribution		•		al law relating to th	e manufacture,	☐ Yes	□ No
B4. Has any previous reg						☐ Yes	□ No

If you answered "Yes" to questions B3 and/or B4, please submit a letter along with this application setting forth the circumstances of such action.

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Section C - Point of Contact

A Drug Control Inspector may conduct an unannounced inspection of the registrant's facility at some point during the registration period. Please provide a list of up to three individuals for whom the Inspector should ask for upon arrival at the facility. The names and titles provided should be listed in the desired order of contact and should include individuals who are knowledgeable of and possess some degree of responsibility for the disposition of controlled substances at the facility. Any phone numbers provided for points of contact in Section C should be a direct line in order to assist the Drug Control Unit with reaching the correct individual(s) if needed – the central phone number provided in Section A will serve as a backup. Please note that the Inspector may also interview other persons other than those listed below at his/her discretion.

assist the Drug Contro	l Unit with reaching the cori	a. Any phone numbers provided j rect individual(s) if needed — the other persons other than those i	central phone number provid	led in Section A will	
	Name:		Title:		
Primary Contact	E-mail:		Phone:		
Canadam, Cantast	Name:		Title:		
Secondary Contact	E-mail:		Phone:		
T	Name:		Title:		
Tertiary Contact	E-mail:		Phone:		
0 1: D 01					
	ate Registration His		2 /vefer to Desistantian for th	ain data)	
		C DHHS Registration was issued events that the registrant has e	, , ,	,	to Question D13
	·	ame in which it conducts busine	•	ovided in response	to Question D1:
		w physical address or location	ss under		
	-	w physical address of location at a lev	al lower than the parent corr	poration lovel	
		The registrant has not changed i	·		
**IMPORTANT NOT	TE – IF YOU CHECKED ANY BO	XES ABOVE OTHER THAN "NONE	OF THE ABOVE", YOU ARE N	OT ELIGIBLE FOR RE	
		IG FORM DHHS 224 AND COMPLE		STIONNAIRE (FORM	DHHS 224-A)**
Section E - Dru	ug Enforcement Adı	ministration (DEA) Reg	jistration		
E1. Does the registrar	nt currently possess any con	trolled substances?		☐ Yes	□ No
E2. What is the currer	nt status of the registrant's	DEA Registration? (choose only	one answer from below and	provide the request	ted information)
\square Valid	Registration in possession	Name on Registration:		DEA Number:	

☐ Applied for Registration Applicant's Name: Date Applied: ☐ DEA Registration will be applied for pending approval of NC DHHS Registration \square Other (explain): E3. Who is responsible for controlled substances? (this is the individual who signed DEA Form 224): E4. Has the registrant granted Power of Attorney to any individuals for ordering controlled substances? ☐ Yes ☐ No If yes, please provide the name(s) of the individual(s): E5. Is each physician registered with the DEA? ☐ Yes \square No If no, how do non-registered physicians prescribe controlled substances?: E6. Does the registrant currently possess any controlled substance samples? ☐ Yes \square No If yes, how were they obtained?:

3 NC Department of Health and Human Services Form DHHS 226-A: Hospital Application for Reregistration Section F - Controlled Substances Wholesaler **Supplier Name Address** City State Zip Code Sales Rep's Name **Phone Number** Section G - Additional Supplier of Controlled Substances **Supplier Name Address** City **Zip Code** State **Phone Number** Sales Rep's Name Section H - Additional Supplier of Controlled Substances **Supplier Name Address** City **Zip Code** State Sales Rep's Name **Phone Number** Section I - Additional Supplier of Controlled Substances **Supplier Name Address** City State **Zip Code** Sales Rep's Name **Phone Number** Section J - Pharmacy Staffing **Number of Full-Time Pharmacists Number of Part-Time Pharmacists Number of Pharmacy Technicians Other Pharmacy Staff Titles and Numbers** Pharmacy Hours (M-F) **Pharmacy Hours (SAT)** Pharmacy Hours (SUN)

Section K - Pharmacy Storage and Security

K1. How is access to the central inpatient pharmacy area gained (i.e. badge reader, keys, etc.)? List the persons and/or titles and number o individuals with access and describe how key control is practiced if keys are used. Who has permission and access to the pharmacy after hours fo the retrieval of controlled substances?
K2. Describe the storage and security of Schedule II controlled substances in the central inpatient pharmacy, including the type of storage equipment (i.e. wall cabinet, combination safe, keyed safe, automated dispensing cabinet, etc.) and the names or titles and number of persons with access.
K3. Describe the storage and security of Schedule III, IV, and V controlled substances in the central inpatient pharmacy, including the type o storage equipment (i.e. wall cabinet, combination safe, keyed safe, automated dispensing cabinet, etc.) and the names or titles and number o persons with access.
K4. How is access to the controlled substance inventory location of the central inpatient pharmacy controlled? List the persons or titles o individuals with access, describe how key control is practiced, and provide any other information deemed pertinent to assuring the security o controlled substances in the pharmacy.
K5. Does the hospital use prescription pads or are prescriptions issued electronically? If prescription pads are still used, where are they stored?

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Section L - Records	
L1. Biennial Inventory Date	
	or purchasing and receiving Schedule II controlled substances. How are DEA Form-222s, invoices, and any other e purchase and receipt of Schedule II controlled substances recorded and maintained?
	or purchasing and receiving Schedule III, IV, and V controlled substances. How are pharmacy provider requisition or documents acknowledging the purchase and receipt of Schedule III, IV, and V controlled substances recorded and
	or dispensing controlled substances from the pharmacy. What type of records are maintained to document the s, automated dispensing technology reports, etc.)?
L5. Describe the records that	are maintained at the hospital for the administration of controlled substances (i.e. patient chart, MAR, eMAR, etc.)

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Section	M _	Hospita	l Δffilia	ted Clinic	۰
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M1. Does the hospital supply controlled substances to any onsite clinics? If yes, how many? Are there any onsite clinics that have a differer Federal Taxpayer Identification number than the hospital? If yes, please provide the name of each clinic. For the purposes of this question, the term "onsite" means that the clinic is located within the walls of the hospital (same address).
M2. Describe the procedure for dispensing and/or selling controlled substances to onsite clinics. What type of records are maintained to documer the dispensation/sale? For the purposes of this question, the term "onsite" means that the clinic is located within the walls of the hospital (sam address).
M3. Does the hospital supply controlled substances to any offsite clinics? If yes, how many? Please provide the name and address for each offsit clinic that routinely acquires controlled substances from the hospital. If there is not enough room in the space below to list each clinic's name an address, please write "see attached" and submit the supplemental document with this application. For the purposes of this question, the term "offsite" means that the clinic is located at a different physical address. This includes clinics that are located on the same campus as the hospital, but are located in a different building.
NAA Describe the avecadors for dispossing and /aveciling controlled substance to effects eliming. What time of records are maintained to decrease
M4. Describe the procedure for dispensing and/or selling controlled substances to offsite clinics. What type of records are maintained to documer the dispensation/sale? For the purposes of this question, the term "offsite" means that the clinic is located at a different physical address. This include clinics that are located on the same campus as the hospital, but are located in a different building.

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	M5. Does the hospital permit clinics to return controlled substances to the hospital? If so, under what circumstances? What does the hospital do with returned controlled substances?
	Section N - Hospital Affiliated Researchers
	N1. Does the hospital supply controlled substances to any researchers? If yes, how many? Please provide the name and address for each researcher that routinely acquires controlled substances from the hospital. If there is not enough room in the space below to list each clinic's name and address, please write "see attached" and submit the supplemental document with this application.
	N2. Describe the procedure for dispensing and/or selling controlled substances to researchers. What type of records are maintained to document the dispensation/sale?
	N3. Does the hospital permit researchers to return controlled substances to the hospital? If so, under what circumstances? What does the hospital do with returned controlled substances?

Section O - Emergency Room
O1. Please select the most appropriate answer from the list below:
\Box The hospital does not have an Emergency Room (if so, please answer "N/A" for Questions O2 through O6)
☐ The hospital has an Emergency Room but the unit does not maintain a controlled substance inventory (if so, please provide a
detailed response for Questions O4 through O6 and answer "N/A" for Questions O2 and O3)
☐ The hospital has an Emergency Room and controlled substances are stored in the unit (if so, please answer all questions below)
O2. How many storage locations are utilized for the storage of controlled substances in the Emergency Room? Describe the type of storage equipment for each location (i.e. wall cabinet, combination safe, keyed safe, automated dispensing cabinet, etc.).
equipment for each location (not train eachies) combination sale, he year sale, automated dispensing eachies, etc.).
O3. How is access to the controlled substances inventory location(s) in the Emergency Room controlled? How many individuals have access to
controlled substances in the unit? Describe how key control is practiced and provide any other information deemed pertinent to ensuring the
security of controlled substances in the Emergency Room.
O4. Describe the procedure for dispensing controlled substances from the Emergency Room. What type of records are maintained to document
the dispensation (i.e. sign out logs, automated dispensing technology reports, etc.)?
O5. Describe the procedure for administering controlled substances in the Emergency Room and the records that are maintained that document
the administration (i.e. patient chart, MAR, eMAR, etc.).
OF Describe the presedure for wasting controlled substances in the Emergency Deem and the records that are maintained that desument the
O6. Describe the procedure for wasting controlled substances in the Emergency Room and the records that are maintained that document the waste.

Section P - Operating Room	
P1. Please select the most appropriate answer from the list below:	
☐ The hospital does not have an Operating Room (if so, please answer "N/A" for Questions P2 through P6)	
\Box The hospital has an Operating Room but the unit does not maintain a controlled substance inventory (if so, please provides)	de a
detailed response for Questions P4 through P6 and answer "N/A" for Questions P2 and P3)	
☐ The hospital has an Operating Room and controlled substances are stored in the unit (if so, please answer all questions b	elow)
P2. How many storage locations are utilized for the storage of controlled substances in the Operating Room? Describe the type equipment for each location (i.e. wall cabinet, combination safe, keyed safe, automated dispensing cabinet, etc.).	of storage
P3. How is access to the controlled substances inventory location(s) in the Operating Room controlled? How many individuals have controlled substances in the unit? Describe how key control is practiced and provide any other information deemed pertinent to ensecurity of controlled substances in the Operating Room.	
P4. Describe the procedure for dispensing controlled substances from the Operating Room. What type of records are maintained to doc dispensation (i.e. sign out logs, automated dispensing technology reports, etc.)?	ument the
P5. Describe the procedure for administering controlled substances in the Operating Room and the records that are maintained that the administration (i.e. patient chart, MAR, eMAR, etc.).	documen
P6. Describe the procedure for wasting controlled substances in the Operating Room and the records that are maintained that doc waste.	ument the

Section Q - Anesthesiology Department

Q1. Please select the most appropriate answer fr	om the list below:
\Box The hospital does not have an An	esthesiology Department (if so, please answer "N/A" for Questions Q2 through Q6)
	y Department but the department does not maintain a controlled substance inventory (if so, e for Questions Q4 through Q6 and answer "N/A" for Questions Q2 and Q3)
	y Department and controlled substances are stored in the department (if so, please answer all
questions below)	
	the storage of controlled substances in the Anesthesiology Department? Describe the type of inet, combination safe, keyed safe, automated dispensing cabinet, etc.).
	oventory location(s) in the Anesthesiology Department controlled? How many individuals have be how key control is practiced and provide any other information deemed pertinent to ensuring hesiology Department.
Q4. Describe the procedure for dispensing control document the dispensation (i.e. sign out logs, aut	olled substances from the Anesthesiology Department. What type of records are maintained to omated dispensing technology reports, etc.)?
Q5. Describe the procedure for administering cordocument the administration (i.e. patient chart, I	trolled substances in the Anesthesiology Department and the records that are maintained that MAR, eMAR, etc.).
Q6. Describe the procedure for wasting control document the waste.	led substances in the Anesthesiology Department and the records that are maintained the

Section R -	PACU
R1. Please select	the most appropriate answer from the list below:
	The hospital does not have a PACU (if so, please answer "N/A" for Questions R2 through R6)
	The hospital has a PACU but the unit does not maintain a controlled substance inventory (if so, please provide a
	detailed response for Questions R4 through R6 and answer "N/A" for Questions R2 and R3)
	The hospital has a PACU and controlled substances are stored in the unit (if so, please answer all questions below)
	corage locations are utilized for the storage of controlled substances in the PACU? Describe the type of storage equipment for the combination safe, keyed safe, automated dispensing cabinet, etc.).
substances in th	s to the controlled substances inventory location(s) in the PACU controlled? How many individuals have access to controlled unit? Describe how key control is practiced and provide any other information deemed pertinent to ensuring the security onces in the PACU.
	e procedure for dispensing controlled substances from the PACU. What type of records are maintained to document the sign out logs, automated dispensing technology reports, etc.)?
	e procedure for administering controlled substances in the PACU and the records that are maintained that document the e. patient chart, MAR, eMAR, etc.).
R6. Describe the	procedure for wasting controlled substances in the PACU and the records that are maintained that document the waste.

Section 5 - Labor and Deliver	y (LαD)			
S1. Please select the most appropriate answ	wer from the list below:			
\Box The hospital does not have	an L&D suite (if so, please answ	ver "N/A" for Questions S2 thro	ıgh S6)	
\Box The hospital has an L&D su	ite but the unit does not mainta	in a controlled substance inven	tory (if so, please provide a	
detailed response for Ques	tions S4 through S6 and answer	"N/A" for Questions S2 and S3)		
☐ The hospital has an L&D sui	ite and controlled substances ar	re stored in the unit (if so, pleas	e answer all questions below)
S2. How many storage locations are utilized for each location (i.e. wall cabinet, combinate to the combinate			? Describe the type of storag	e equipment
S3. How is access to the controlled substacentrolled substances in the unit? Describ security of controlled substances in Labor a	e how key control is practiced	_		
S4. Describe the procedure for dispensing of dispensation (i.e. sign out logs, automated			records are maintained to de	ocument the
S5. Describe the procedure for administering administration (i.e. patient chart, MAR, eN		or and Delivery and the record	s that are maintained that d	ocument the
S6. Describe the procedure for wasting conf	trolled substances in Labor and	Delivery and the records that a	ire maintained that documer	nt the waste.

Section T - Intensive Care Units
T1. Please select the most appropriate answer from the list below:
\Box The hospital does not have an Intensive Care Unit (if so, please answer "N/A" for Questions T2 through T6)
☐ The hospital has an Intensive Care Unit but the unit does not maintain a controlled substance inventory (if so, please provide a
detailed response for Questions U4 through U6 and answer "N/A" for Questions T2 and T3)
☐ The hospital has an Intensive Care Unit and controlled substances are stored in the unit (if so, please answer all questions below)
T2. How many storage locations are utilized for the storage of controlled substances in the Intensive Care Units? Describe the type of storage equipment for each location (i.e. wall cabinet, combination safe, keyed safe, automated dispensing cabinet, etc.).
T3. How is access to the controlled substances inventory location(s) in the Intensive Care Units controlled? How many individuals have access to
controlled substances in the unit? Describe how key control is practiced and provide any other information deemed pertinent to ensuring the security of controlled substances in the Intensive Care Units.
T4. Describe the procedure for dispensing controlled substances from the Intensive Care Units. What type of records are maintained to document the dispensation (i.e. sign out logs, automated dispensing technology reports, etc.)?
T5. Describe the procedure for administering controlled substances in the Intensive Care Units and the records that are maintained that document the administration (i.e. patient chart, MAR, eMAR, etc.).
T6. Describe the procedure for wasting controlled substances in the Intensive Care Units and the records that are maintained that document the waste.

Section	11	Medical/S	uraical	Floors
Section	U -	ivieuicai/3	urgicai	LIOOIS

U1. How many storage locations are utilized for the storage of controlled substances on Medical/Surgical floors? Describe the type of storage equipment for each location (i.e. wall cabinet, combination safe, keyed safe, automated dispensing cabinet, etc.).
U2. How is access to the controlled substances inventory location(s) on Medical/Surgical floors controlled? How many individuals have access to
controlled substances in the unit? Describe how key control is practiced and provide any other information deemed pertinent to ensuring the security of controlled substances on Medical/Surgical floors.
U3. Describe the procedure for dispensing controlled substances from Medical/Surgical floors. What type of records are maintained to document the dispensation (i.e. sign out logs, automated dispensing technology reports, etc.)?
U4. Describe the procedure for administering controlled substances on Medical/Surgical floors and the records that are maintained that document the administration (i.e. patient chart, MAR, eMAR, etc.).
U5. Describe the procedure for wasting controlled substances on Medical/Surgical floors and the records that are maintained that document the
waste.

Section V - Additional Unit That Stores Dispenses or Administers Controlled Substances

V1. Please provide the name and function of another unit not covered in Sections O through U:
V2. How many storage locations are utilized for the storage of controlled substances in the unit identified in Question V1? Describe the type storage equipment for each location (i.e. wall cabinet, combination safe, keyed safe, automated dispensing cabinet, etc.).
V3. How is access to the controlled substances inventory location(s) identified in Question V1 controlled? How many individuals have access controlled substances in these areas? Describe how key control is practiced and provide any other information deemed pertinent to ensuring to security of controlled substances.
V4. Describe the procedure for dispensing controlled substances from the controlled substances inventory location(s) identified in Question What type of records are maintained to document the dispensation (i.e. sign out logs, automated dispensing technology reports, etc.)?
V5. Describe the procedure for a dministering controlled substances in the controlled substances inventory location(s) identified in Question and the records that are maintained that document the administration (i.e. patient chart, MAR, eMAR, etc.).
V6. Describe the procedure for wa sting controlled substances in the controlled substances inventory location(s) identified in Question V1 and t records that are maintained that document the waste.

Section W. - Additional Unit That Stores Dispenses or Administers Controlled Substances

Mil. Places avoide the name and function of another unit not covered in Sections O through V
W1. Please provide the name and function of another unit not covered in Sections O through V: W2. How many storage locations are utilized for the storage of controlled substances in the unit identified in Question W1? Describe the type
storage equipment for each location (i.e. wall cabinet, combination safe, keyed safe, automated dispensing cabinet, etc.).
W3. How is access to the controlled substances inventory location(s) identified in Question W1 controlled? How many individuals have access controlled substances in these areas? Describe how key control is practiced and provide any other information deemed pertinent to ensuring to security of controlled substances.
W4. Describe the procedure for dispensing controlled substances from the controlled substances inventory location(s) identified in Question V What type of records are maintained to document the dispensation (i.e. sign out logs, automated dispensing technology reports, etc.)?
W5. Describe the procedure for administering controlled substances in the controlled substances inventory location(s) identified in Question V and the records that are maintained that document the administration (i.e. patient chart, MAR, eMAR, etc.).
W6. Describe the procedure for wasting controlled substances in the controlled substances inventory location(s) identified in Question W1 at the records that are maintained that document the waste.

Section X - Additional Unit That Stores, Dispenses, or Administers Controlled Substances

Additional office that octobes, bispenses, of Administrate oct	introlled Gabotaliecs
X1. Please provide the name and function of another unit not covered in Sections O through W:	
X2. How many storage locations are utilized for the storage of controlled substances in the unit ide storage equipment for each location (i.e. wall cabinet, combination safe, keyed safe, automated dis	
X3. How is access to the controlled substances inventory location(s) identified in Question X1 controlled substances in these areas? Describe how key control is practiced and provide any other in security of controlled substances.	
X4. Describe the procedure for dispensing controlled substances from the controlled substances in What type of records are maintained to document the dispensation (i.e. sign out logs, automated dispensation).	•
X5. Describe the procedure for administering controlled substances in the controlled substances in and the records that are maintained that document the administration (i.e. patient chart, MAR, eMaterial environment).	•
X6. Describe the procedure for wasting controlled substances in the controlled substances inventory records that are maintained that document the waste.	/ location(s) identified in Question X1 and the

Section \	/ _ AII	041	

Y1. How many other storage locations are utilized for the storage of controlled substances in areas of the hospital not covered in Sections O through X? Describe the function of each area and the type of storage equipment for each location (i.e. wall cabinet, combination safe, keyed safe, automated dispensing cabinet, etc.).
Y2. How is access to the controlled substances inventory location(s) identified in Question Y1 controlled? How many individuals have access to controlled substances in these areas? Describe how key control is practiced and provide any other information deemed pertinent to ensuring the security of controlled substances.
Y3. Describe the procedure for dispensing controlled substances from the controlled substances inventory location(s) identified in Question Y1. What type of records are maintained to document the dispensation (i.e. sign out logs, automated dispensing technology reports, etc.)?
Y4. Describe the procedure for administering controlled substances in the controlled substances inventory location(s) identified in Question Y1 and the records that are maintained that document the administration (i.e. patient chart, MAR, eMAR, etc.).
Y5. Describe the procedure for wasting controlled substances in the controlled substances inventory location(s) identified in Question Y1 and the records that are maintained that document the waste.

Section Z - Effective Controls for the Prevention of Diversion

Z1. Other than physical security measures that have already been discussed in previous sections of this document, what steps is the applicant taking to maintain effective controls for the prevention of diversion of controlled substances? Answers should include, but are not limited to, software reporting systems being utilized to monitor user and drug activity as well as the frequency and individuals involved in the review of such material.