



Standard Operating Procedures



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Name of Policy:	Writing a Script for Schedule II-V Drugs	Departments:	
Category & No.:	PHAR-2	Effective by:	Nov 28, 2021
Version No.:	2	Revision History:	June 22, 2022

Purpose: To instruct how to write a valid script for when a doctor is prescribing a Schedule II-V medication or client needs a refill.

Prerequisite(s): The prescribing doctor must have a valid DEA number

Background Information: Written prescriptions for schedule II-V drugs have special rules to be valid and filled by a pharmacy. If the doctor does not have a valid DEA number, they can only dispense the medication from the MLAH Pharmacy.

Materials Required:

- Prescribing doctor's script pad
- Prescribing doctor's DEA number
- Blue or black ink pen

Procedure:

I. Schedule II Drugs (ex. Hydrocodone):

- The following must be on the written script:
 - Patient's first and last name
 - Date (prescription is only valid for 30 days from the date it's written)
 - Hydrocodone must be written out as hydrocodone 5mg/homatropine 1.5mg
 - The quantity must be written in number form and spelled out (ex. #30 thirty).
 - Patient can only have up to a 30-day supply at a time.
 - No refills are allowed.
 - The prescribing doctor must have a DEA number and it must be written on the prescription.
 - Please write in black or blue ink (all in one color and in the same handwriting).

II. Schedule III-V Drugs (ex. Phenobarbital, Diazepam, Lomotil, pregabalin):

- The following must be on the written script:
 - Patient's first and last name
 - Date (prescription is only valid for 30 days from the date it's written, however refills are valid for 6-months)
 - Patient can have up to a 90-day supply at a time (this would allow only 1 refill)
 - Only 5 additional refills are allowed.
 - The prescribing doctor must have a DEA number and it must be written on the prescription.
 - Please write in black or blue ink (all in one color and in the same handwriting).