



SUBJECT Drug Enforcement Agency Number	POLICY NUMBER 300.003	PAGE 1 of 2
SOURCE Academic Affairs - Administration	ORIGINATION OR LAST REVISION DATE 12/18/07	EFFECTIVE DATE 12/6/05

I. POLICY:

It is the policy of the Department of Academic Affairs (“Academic Affairs”) at St. Joseph’s Hospital and Medical Center (“SJHMC”) to assign SJHMC’s Drug Enforcement Agency number (“DEA#”) and unique identifiers to a resident physician and out of state resident rotators (collectively, “Resident”) for use in tracking prescriptions of controlled substances (“Policy”). Residents rotating from other in-state programs are to use their home institution’s assigned DEA#.

II. PURPOSE:

To provide policies for Residents and Rotating Residents regarding the use of the DEA # when prescribing controlled substances.

III. PROCEDURE/RESPONSIBILITY:

A. Academic Affairs shall:

1. Assign SHJMC’s DEA # with unique identifier to each Resident.
2. Obtain and log DEA# of each Resident.
3. Provide DEA# information to Medical Records staff.

B. Resident shall:

1. Document their unique DEA# on any controlled substance prescription.
2. Use only their DEA# for patients seen under their official capacity as stated in their Housestaff Agreement.



REVIEWED AND IN COMPLIANCE WITH:	DATE
ACGME	12/18/07
CHW	12/18/07
JC	12/18/07
RISK/LEGAL	12/18/07
HUMAN RESOURCES	12/18/07
REVISED	
APPROVED BY	
POLICY/PROCEDURE COMMITTEE	12/18/07
GMEC COMMITTEE	