

**Good Samaritan Health & Wellness Center**  
Policies and Procedures

Subject: Controlled Substance Refills

Policy #: 5.29

Prepared by:

Revision #:

Approved by: Board of Directors

Effective Date: 7/24/2015

## 5.29      Controlled Substance Refills

**OBJECTIVE:**

To ensure adherence to the Clinic controlled substance policy.

**PROCESS/PROCEDURE:**

All requests for controlled substance refills will be sent to the nursing staff who will take the following steps for processing:

1. Per Clinic policy, controlled substance will not be refilled unless the patient has scheduled an appointment with provider.
2. Ensure that a controlled substance agreement is on file in the patient's chart under the miscellaneous tab and labeled as "Narcotic Agreement." If the agreement is not on file, the nursing staff will notify the patient that an appointment is necessary to review and sign the agreement before further refills will be given.
3. The nurse or medical assistant will then verify that it is not an early request, that the patient is current with his/her appointments and that no dosage change has been requested. If any of these criteria are in question, the nurse or medical assistant will notify the patient that an appointment is necessary before further refills will be given.
4. If all above conditions are met, the nursing staff will send the request to the provider stating that all conditions were verified. The provider will then approve or deny the request during the patient's appointment.
5. **Good Samaritan staff are not allowed to refill controlled substances without provider approval under any circumstance. Violation of this policy will result in immediate termination of employment.**