

# New Dea 222 Form Instructions Mckesson

McKesson

# DEA 222 Form Instructions

Your dropship account has been assigned to the McKesson Corp. Pharmaceutical Distribution Center (DC) in West Sacramento, California.

Complete the Supplier Section of your 222 form with information below.

**McKesson Corp.**  
3775 Secret Boulevard  
West Sacramento, CA 95691

Mail your completed 222 form to:

**McKesson Medical-Surgical Inc.**  
865 Gate Parkway • Jacksonville, FL 32256  
Attn: Controlled Substance Services (Mailing 122)

**Note:** 222 Form labels that cannot be filled due to product availability will be held up to 45 days from the date an order can be filled when product is available. Printed fills will require a new 222 form.

Common 222 Form Errors corresponding to numbers in the sample form below. Use the correct sample below as a guide for filling out your form.

- Supplier Name, Street Address, City and State not correct. Complete Supplier Information as in example.
- Form date not entered.
- Number of Packages not indicated. Complete as in example.
- Size of Package not indicated or extends into the Item Description field. Complete as in example.
- Incomplete Item Description, actual strength/form or extends into the NDC field. Complete as in example.
- Last Line Completed not correct. Last Line indicates the last order line used on the form, as in the example. Itemized amounts are not acceptable.
- Form not signed.
- Any alteration, erasure, correction, tear-out or change on the form will render the form unusable.
- Review the back of the form for official DEA guidelines.

Sample 222 Form 222

Supplier Information		Form Information	
Supplier Name	Supplier Address	Form Number	Form Date
McKesson Medical-Surgical Inc.	865 Gate Parkway Jacksonville, FL 32256	222	01/01/2001
<b>1</b> Supplier Name, Street Address, City and State not correct. Complete Supplier Information as in example.		<b>2</b> Form date not entered.	
<b>3</b> Number of Packages not indicated. Complete as in example.		<b>4</b> Size of Package not indicated or extends into the Item Description field. Complete as in example.	
<b>5</b> Incomplete Item Description, actual strength/form or extends into the NDC field. Complete as in example.		<b>6</b> Last Line Completed not correct. Last Line indicates the last order line used on the form, as in the example. Itemized amounts are not acceptable.	
<b>7</b> Form not signed.		<b>8</b> Any alteration, erasure, correction, tear-out or change on the form will render the form unusable.	
<b>9</b> Review the back of the form for official DEA guidelines.		<b>10</b> Form not signed.	

McKesson Medical-Surgical Inc.  
865 Gate Parkway  
Jacksonville, FL 32256

Attn: Controlled Substance Services (Mailing 122)

A list of the most commonly ordered CD drugs and their descriptions is included on the back of this page for your reference.

# Understanding the New DEA 222 Form Instructions for McKesson

The new DEA 222 form instructions McKesson are crucial for healthcare professionals, pharmacists, and suppliers involved in the distribution of controlled substances. The Drug Enforcement Administration (DEA) has established these guidelines to streamline the ordering process while ensuring compliance with federal regulations. This article will provide an in-depth overview of the new instructions, the significance of the DEA 222 form, and how McKesson plays a pivotal role in this process.

# What is the DEA 222 Form?

The DEA 222 form is a crucial document used for ordering Schedule I and II controlled substances. It serves several purposes:

- Tracks the distribution of controlled substances.
- Ensures that all transactions comply with federal regulations.
- Acts as a safeguard against potential misuse or diversion of these drugs.

The form must be filled out accurately and submitted correctly to avoid issues with the ordering process. The DEA 222 form has undergone updates, and the new instructions are particularly important for healthcare entities that rely on suppliers like McKesson.

## Recent Updates to the DEA 222 Form

The DEA has made significant changes to the DEA 222 form, transitioning from a paper-based system to an electronic format. This change enhances efficiency, reduces paperwork, and minimizes errors associated with manual submissions. The new DEA 222 form instructions focus on the following areas:

### 1. Electronic Ordering

The most significant change is the shift to electronic orders. With the implementation of the Controlled Substance Ordering System (CSOS), healthcare providers can submit orders electronically. Key points

include:

- Registration: Users must register with the DEA to obtain a digital certificate for electronic signing.
- Software: Ensure that your system is compatible with CSOS for seamless integration.
- Order Submission: Follow the new procedures for submitting electronic orders, ensuring that all necessary information is included.

## **2. Changes to the Paper Form**

While the electronic format is encouraged, the DEA has also updated the paper version of the DEA 222 form. Important changes include:

- Format: The new form has a different layout and design to improve clarity.
- Data Fields: Some fields have been added or modified, so careful attention must be paid to ensure all required information is provided.
- Signatures: Only authorized personnel can sign the form, and the signature must match the registrant's name on file with the DEA.

## **3. Validity and Record-Keeping**

The validity period for the DEA 222 form remains unchanged. However, proper record-keeping is essential to maintain compliance. Key aspects include:

- Retention: All records related to the DEA 222 form must be kept for a minimum of two years.
- Audits: Be prepared for possible audits by the DEA, which may require immediate access to these records.

# Step-by-Step Instructions for Completing the DEA 222 Form

Whether you are using the electronic format or the paper form, the process of completing the DEA 222 form requires careful attention to detail. Below are step-by-step instructions for both formats.

## 1. Electronic DEA 222 Form Instructions

To complete the DEA 222 form electronically, follow these steps:

1.

**Obtain a Digital Certificate:** Register with the DEA to acquire a digital certificate. This certificate is necessary for electronic signing.

2.

**Access Approved Software:** Use DEA-approved software that supports CSOS for submitting the electronic order.

3.

**Complete the Order:** Enter the required information, including the name and address of the supplier, item descriptions, and quantities.

4.

**Sign the Order:** Use your digital certificate to electronically sign the order.

5.

**Submit the Order:** Send the order to the supplier and retain a copy for your records.

## 2. Paper DEA 222 Form Instructions

For those who prefer or need to use the paper form, adhere to the following guidelines:

1.

**Obtain the Form:** Ensure you have the most recent version of the DEA 222 form.

2.

**Fill in the Details:** Provide your name, address, and DEA registration number in the appropriate fields. Include the supplier's information as well.

3.

**List the Items:** Clearly write down each controlled substance's name, dosage form, and quantity.

4.

**Sign the Form:** The authorized person must sign and date the form.

5.

**Make Copies:** Before submitting, make copies of the completed form for your records.

6.

**Submit to the Supplier:** Send the completed form to McKesson or your chosen supplier.

## Common Mistakes to Avoid

To ensure compliance and avoid delays, be mindful of the following common mistakes when completing the DEA 222 form:

- **Incomplete Information:** Double-check that all required fields are filled out correctly.
- **Incorrect Signatures:** Ensure that the person signing the form is authorized and that their signature matches the DEA registration.
- **Failure to Keep Records:** Maintain copies of all submitted DEA 222 forms for at least two years.
- **Missing Deadlines:** Be aware of any deadlines for order submissions to avoid penalties.

## McKesson's Role in the DEA 222 Form Process

As a leading healthcare supply chain management company, McKesson plays a critical role in the distribution of controlled substances. Their responsibilities include:

- **Providing Access to Controlled Substances:** McKesson enables healthcare providers to order necessary medications efficiently.
- **Compliance Support:** McKesson offers resources and guidance to help customers navigate the complexities of DEA regulations.
- **Education:** They provide training and information on the latest updates to the DEA 222 form, ensuring that healthcare providers remain compliant.

## Conclusion

The new DEA 222 form instructions McKesson reflect significant changes in the ordering process for controlled substances. By understanding the new electronic and paper submission guidelines, healthcare providers can ensure compliance and streamline their operations. It is essential to stay

informed about any updates from the DEA and to utilize the resources available from suppliers like McKesson. By doing so, healthcare providers can maintain a reliable and compliant supply chain for essential medications while safeguarding against misuse and regulatory infractions.

## **Frequently Asked Questions**

### **What is the purpose of the new DEA 222 form?**

The new DEA 222 form is used by licensed practitioners and pharmacies to order Schedule I and II controlled substances, ensuring compliance with federal regulations.

### **How has the new DEA 222 form changed from the previous version?**

The new DEA 222 form has introduced electronic submission options, allowing for more efficient processing, as well as updated guidelines for tracking and managing orders.

### **Where can I find the new DEA 222 form instructions specifically for McKesson?**

You can find the new DEA 222 form instructions for McKesson on their official website under the resources or compliance section, or by contacting McKesson customer support.

### **What are the steps to complete the new DEA 222 form?**

To complete the new DEA 222 form, fill out your details, specify the items being ordered, ensure correct quantity and NDC numbers, and submit it either electronically or by mail as per the instructions.

### **Are there any deadlines for submitting the new DEA 222 form?**

There are no specific deadlines for submitting the DEA 222 form, but orders should be placed in a timely manner to avoid delays in receiving controlled substances.

## What should I do if I make a mistake on the new DEA 222 form?

If you make a mistake on the new DEA 222 form, it's best to void the form and complete a new one. Ensure to keep records of both the voided and corrected forms.

## Can I use the new DEA 222 form for electronic ordering?

Yes, the new DEA 222 form supports electronic ordering, allowing for more streamlined processes in compliance with DEA regulations.

## Who is responsible for ensuring the correct use of the DEA 222 form at McKesson?

It is the responsibility of the pharmacy staff and management to ensure that the DEA 222 form is filled out correctly and in accordance with the latest instructions provided by McKesson.

## Is training available for using the new DEA 222 form at McKesson?

Yes, McKesson provides training resources and support for pharmacies to understand and properly utilize the new DEA 222 form, including webinars and instructional guides.

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"Need guidance on the new DEA 222 form instructions for McKesson? Our comprehensive guide simplifies the process. Learn more and optimize your ordering today!"

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