



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT REPORTING PRESCRIPTION FORGERY, SUSPECTED LOST OR STOLEN CONTROLLED SUBSTANCES OR PRESCRIPTION FORMS AND ILLEGAL USE OF DEA NUMBERS	POLICY NO. 306.06	EFFECTIVE DATE 08/22/2011	PAGE 1 of 3
APPROVED BY:  Director	SUPERSEDES 103.07 08/22/2011	ORIGINAL ISSUE DATE 08/22/2011	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To establish policy for the Los Angeles County-Department of Mental Health (LACDMH) regarding the:
- forging of prescriptions,
 - reporting requirements consistent with the Medical Board of California (CA) for lost or stolen controlled substances or prescription forms, and
 - reporting obligations for illegal use of Drug Enforcement Administration (DEA) numbers.

POLICY

- 2.1 LACDMH employees, volunteers, students or contactors (hereafter referred to as staff) shall report suspected prescription forgery, lost or stolen controlled substances or prescription forms and illegal use of DEA numbers according to the procedures set forth in this policy and applicable law and regulations. (See References 1 - 5.)
- 2.2 LACDMH staff are responsible for knowing applicable laws and regulations pertinent to their licensure and abiding by those laws and regulations in their routine practices.

PROCEDURE

- 3.1 LACDMH staff shall report suspected prescription forgery, lost or stolen controlled substances or prescription forms and illegal use of DEA numbers to their immediate supervisor.



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- 3.1.1 The supervisor shall alert the affected prescriber/furnisher and the program manager who shall facilitate the documentation of the facts leading to the allegation.
 - 3.1.1.1 A report of the allegations shall be completed by the manager and submitted to LACDMH Compliance Program and Audit Services (CPAS). See LACDMH Policy No. 106.01, Compliance Program Communications (Reference 1).
 - Any suspected criminal activity must be reported to the Auditor-Controller Office of County Investigations. See DMH Policy No. 106.13 (Reference 2).
 - 3.1.1.2 LACDMH Human Resources Bureau, Employee Relations Section, shall be notified should the allegations involve LACDMH staff.
 - 3.1.1.3 A Security Incident Report should be completed for instances of suspected/ stolen prescription forms or controlled substances. (See Attachment 1)
- 3.2 LACDMH programs should discourage forgery of prescription by keeping prescription pads secured and by ensuring that prescribers complete prescriptions neatly and legibly.
- 3.3 Forged prescriptions are not considered as components of the clinical record, and are not subject to associated confidentiality requirements.
- 3.4 Clients who are suspected by LACDMH of having forged a prescription should not be provided with further hardcopy prescriptions without approval by the program head in each instance.



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- 3.5 Clients who are suspected of having forged a prescription should be considered treatment non-compliant, and be assessed and managed for this non-compliance. See DMH Parameter 4.3 Treatment Non-Compliance in Outpatient Settings (Reference 3).
- 3.6 Prescribers that suspect a client of having forged a prescription that they have written may report this to a local law enforcement agency.
- 3.7 Client Communication: The decision to discuss suspected allegations with the client and the continued provision of prescriptions should be based on clinical considerations. Any decision to terminate services should be made pursuant to LACDMH Policy No. 312.01 Mutual and Unilateral Termination of Services (See Reference 6).

REFERENCES

- 1. [LACDMH Policy No.106.01, Compliance Program Communications](#)
- 2. [LACDMH Policy No. 106.13, Reporting Possible Criminal Activity](#)
- 3. [LACDMH Parameter 4.3 Treatment Non-compliance in Outpatient Settings](#)
- 4. [Report of Lost or Stolen Controlled Substances under Controlled Substance Act of 1970](#)
- 5. [Reporting Requirements for Lost or Stolen Controlled Substances or Prescription Forms Reporting Obligations for Illegal Use of Your DEA Number](#)
- 6. [LACDMH Policy 312.01 Mutual and Unilateral Termination of Services](#)

ATTACHMENT (Hyperlinked)

- 1. [Security Incident Report \(SIR\)](#)

RESPONSIBLE PARTY

LACDMH Office of the Medical Director