

Pharmacy Mobile Inspection Form

The State of Connecticut Drug Control Division is utilizing all-inclusive mobile inspection forms that encompass multiple inspection types and business models. Inspection sections and/or inspection fields may intentionally remain blank when such sections and/or fields do not apply to the inspection type and/or business model for which the mobile inspection forms are being utilized. Please contact the Drug Control Agent who conducted your inspection if you feel an inspection section and/or inspection field was inadvertently left blank.

Off-Site Storage of Pharmacy Records Inspection Form

WHICH PHARMACY RECORDS does the pharmacy want to store outside of the pharmacy's licensed/registered premises/location?

Non-controlled substance pharmacy records

Controlled substance pharmacy records

➔ Paper Prescriptions

Non-controlled substance paper prescriptions

Schedule II paper prescriptions

Schedule III paper prescriptions

Schedule IV paper prescriptions

Schedule V paper prescriptions

➔ Disposition Records

1 Non-controlled substance disposition records

Schedule II disposition records

Schedule III disposition records

Schedule IV disposition records

Schedule V disposition records

➔ Receipt Records

Non-controlled substance receipt records

Schedule II receipt records

Schedule III receipt records

Schedule IV receipt records

Schedule V receipt records

| | | | |
|---|-----------|--|--|
| 1 | continued | Inventory Records | |
| | | Non-controlled substance inventory records | |
| | | Schedule II inventory records | |
| | | Schedule III inventory records | |
| | | Schedule IV inventory records | |
| | | Schedule V inventory records | |
| | | | |
| 1 | | Prescription Order Refill Data | |
| | | Bound log books or separate files for the dispensing of Schedules III through V refills data | |
| | | Hard-copy printouts of Schedules III through V refill data | |
| | | Hard-copy printouts of non-controlled substance refill data | |
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| 2 | | WHERE, specifically, does the pharmacy want to store pharmacy records outside of the licensed/registered premises/location? | |
| | | | |
| 3 | | WHAT SECURITY MEASURES are in place where the pharmacy wants to store pharmacy records outside of the licensed/registered premises/location? | |
| | | Audible alarm system | |
| | | Motion detectors | |
| | | Security cameras | |
| | | Security personnel | |
| | | Other | |
| | | | |
| 4 | | WHAT is the DATE RANGE of the pharmacy records that the pharmacy wants to store outside of the licensed/registered premises/location? | |
| | | | |

| | | Yes | No | Advised |
|---|--|-----|----|---------|
| 5 | Will each type of pharmacy record that the pharmacy wants to store outside of the pharmacy's licensed/registered premises/location be MAINTAINED SEPARATE from any other type of pharmacy record stored at such premises/location should the pharmacy's request to store such records outside of the pharmacy's licensed/registered premises/location be approved? | | | |
| 6 | HOW will the pharmacy records be PHYSICALLY TRANSFERRED from the pharmacy's licensed/registered premises/location to the approved storage location outside of the pharmacy's licensed/registered premises/location should the pharmacy's request to store such records outside of the pharmacy's licensed/registered premises/location be approved? | | | |
| 7 | HOW WILL protected health INFORMATION BE PROTECTED WHILE the pharmacy records are physically TRANSFERRED from the pharmacy's licensed/registered premises/location to the approved storage location outside of the pharmacy's licensed/registered premises/location should the pharmacy's request to store such records outside of the pharmacy's licensed/registered premises/location be approved? | | | |
| 8 | WHO WILL PHYSICALLY TRANSFER the pharmacy records from the pharmacy's licensed/registered premises/location to the approved storage location should the pharmacy's request to store such records outside of the pharmacy's licensed/registered premises/location be approved? | | | |
| 9 | HOW WILL protected health INFORMATION BE PROTECTED WHILE the pharmacy records are STORED outside of the pharmacy's licensed/registered premises/location should the pharmacy's request to store such records outside of the pharmacy's licensed/registered premises/location be approved? | | | |

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|----|---|-----|----|---------|
| 10 | WHO WILL BE the CONTACT PERSON for access to the pharmacy records stored outside of the pharmacy's licensed/registered premises/location should the pharmacy's request to store such records outside of the pharmacy's licensed/registered premises/location be approved? | | | |
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| 11 | WHAT IS THE CONTACT INFORMATION for the person who will have access to the pharmacy records stored outside of the pharmacy's licensed/registered premises/location should the pharmacy's request to store such records outside of the pharmacy's licensed/registered premises/location be approved? | | | |
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| 12 | DID the DRUG ENFORCEMENT ADMINISTRATION GRANT the pharmacy PERMISSION to store controlled substance pharmacy records outside of the pharmacy's licensed/registered premises/location? | Yes | No | Advised |
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| 13 | WHO FROM the DRUG ENFORCEMENT ADMINISTRATION granted the pharmacy permission to store controlled substance pharmacy records outside of the pharmacy's licensed/registered premises/location? | | | |
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| 14 | WHEN DID the DRUG ENFORCEMENT ADMINISTRATION grant the pharmacy permission to store controlled substance pharmacy records outside of the pharmacy's licensed/registered premises/location? | | | |
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| 15 | WHERE, specifically, DID the DRUG ENFORCEMENT ADMINISTRATION grant the pharmacy permission to store controlled substance pharmacy records outside of the pharmacy's licensed/registered premises/location? | | | |
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|----------------------------|---|------------|-----------|---------|
| 16 | Was the PHARMACIST MANAGER ADVISED that should the pharmacy's request to store NON-CONTROLLED SUBSTANCE pharmacy records outside of the pharmacy's licensed/registered premises/location be approved, such records MUST REMAIN AT THE APPROVED STORAGE LOCATION outside of the pharmacy's licensed/registered premises/location for the required record retention time or until such time that the Drug Control Division approves an alternative storage location outside of the pharmacy's licensed/registered premises/location? | Yes | No | Advised |
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| 17 | Was the PHARMACIST MANAGER ADVISED that should the pharmacy's request to store CONTROLLED SUBSTANCE pharmacy records outside of the pharmacy's licensed/registered premises/location be approved, such records MUST REMAIN AT THE APPROVED STORAGE LOCATION outside of the pharmacy's licensed/registered premises/location for the required record retention time or until such time that the Drug Control Division and Drug Enforcement Administration approve an alternative storage location outside of the pharmacy's licensed/registered premises/location? | Yes | No | Advised |
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| 18 | Was the PHARMACIST MANAGER ADVISED that should the pharmacy's request to store NON-CONTROLLED SUBSTANCE pharmacy records outside of the pharmacy's licensed/registered premises/location be approved, NO FUTURE NON-CONTROLLED SUBSTANCE pharmacy RECORDS may be TRANSFERRED to the approved storage location outside of the pharmacy's licensed/registered premises/location without prior, written approval from the Drug Control Division? | Yes | No | Advised |
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| 19 | Was the PHARMACIST MANAGER ADVISED that should the pharmacy's request to store CONTROLLED SUBSTANCE pharmacy records outside of the pharmacy's licensed/registered premises/location be approved, NO FUTURE CONTROLLED SUBSTANCE pharmacy RECORDS may be TRANSFERRED to the approved storage location outside of the pharmacy's licensed/registered premises/location without prior, written approval from the Drug Control Division and the Drug Enforcement Administration? | Yes | No | Advised |
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| Additional Comments | | Yes | No | |
| 1 | Does the inspecting agent have any additional comments with respect to this inspection? | | | |
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