PROCEDURE

A. The pharmacist of the Jail Medication unit will call Central Valley Methadone Clinic to set a date and time for transfer of methadone.

B. The DEA-222 order form must be completed and signed by the Adult Custody Health Services Pharmacist who has Power of Attorney to order for the jail unit.

C. The jail pharmacist will bring the signed DEA-222 order form to the Central Valley Clinic where the remainder of the form will be completed at the time the methadone is transferred.

D. The Central Valley Clinic nursing staff will write the date, amount and consecutive bottle numbers on the DEA 222; the licensed practitioner and jail pharmacist will sign their name and title and write the date and time.

E. The completed DEA-222 form will be distributed as follows:
   1. Purchaser's copy (Blue) - Jail Pharmacist
   2. Supplier's copy (Brown) - Dispensary folder
   3. DEA Copy (Green) - clerical staff who will mail to: Drug Enforcement Administration, Attention: Diversion, 450 Golden Gate Avenue/PO Box 36035, San Francisco, CA 94102

F. The jail pharmacist will transport the methadone bottles to the jail pharmacy in a locked box.

G. The licensed practitioner will adjust the inventory of methadone in the computer system by entering the bottle numbers and the reason for the adjustment.

INVENTORY AND DOSAGE RECORDS

A. The Senior Program Manager or Designee of the DADS Methadone Treatment Program will receive copies of the inventory and dosage records for the Adult Custody Health Services/Jail Medication Unit on a regular basis.

B. The records will be reviewed for accuracy and content. Any discrepancies and/or suspected/reported loss of methadone will be thoroughly investigated and the results of any investigation noted.

Attachment: Sample of completed DEA -222 form (A)