



CONTROLLED SUBSTANCE DISTRIBUTION
Operational Policy

EMS Agency submits order for controlled substances through OPIQ (Operative IQ)

OEM EMS receives confirmation email from OPIQ detailing agency order of controlled substance(s) and amounts
 OPIQ Confirmation order summary generated

OEM EMS Order Submission Process
 OEM places agency order online with FMLH pharmacy through FMLH secure ordering system RxWorks
 FMLH Confirmation order summary generated
 FMLH invoices agencies

FMLH Prepares for disbursement approximately three business days later

OEM EMS Order Acceptance Process

- OEM Picks up order at FMLH central pharmacy
- OEM provides completed DEA F222-dual signed at pickup
 -OEM Retains p.3 copy for storage at OEM
- FMLH Receipt sheet inspected for correct agency, substances, and quantity
- Vials inspected for lot#, seals, volume, and expiration
- OEM Signs drug receipt sheet
 -FMLH Pharmacy retains original
 -OEM Receives copy of drug receipt sheet
- **Accountability of CS now lies with OEM EMS**

CS placed in OEM narcotic safe, physically and electronically, until disbursement to agency

OEM EMS OPIQ Entry & Labelling Process

- Each vial is an individual entry in OPIQ
- Entry includes agency, lot#, quantity, expiration, DEA F222#, and DEA F222 attachment
- OEM Retains F222 copy
- OPIQ generates confirmation receipt email
- OPIQ assigns a unique OPIQ control number to be used as the CS ID going forward
- Single label printed from OPIQ for each vial

Fentanyl-Green Ketamine-Blue Midazolam-Yellow

Agency liaison notified by OEM EMS that CS order is ready for pickup

Agency Order Acceptance Process

- Agency EMS liaison picks up order at OEM
- Agency EMS liaison inspects vials for quantity, labels, seals, volume, and expiration
- OEM EMS completes OPIQ transfer of CS from OEM safe to agency safe via dual fingerprint verification of OEM EMS and agency EMS liaison
- **Accountability of CS now lies with agency**

CS placed in agency narcotic safe physically and electronically until disbursement to unit crewmember

Unit Crewmember Order Acceptance Process

- Agency EMS liaison issues CS to unit crewmember
- Unit crewmember inspects vials for seals, volume, and expiration
- Agency EMS liaison completes OPIQ transfer of CS from agency safe to unit crewmember via crewmember fingerprint verification
- **Accountability of CS now lies with unit crewmember**

100% Compliance with Controlled Substance Accountability Operational Policy expected