



# WHAT TO EXPECT DURING A BOARD OF PHARMACY INSPECTION FOR DISPENSING PHYSICIANS

The Mississippi Board of Pharmacy appreciates your cooperation during this inspection. The mission of the Board is to protect and promote the health of Mississippi citizens by regulating and controlling the practice of pharmacy and the distribution of prescription drugs and devices. Our inspections are done by compliance agents of the Board of Pharmacy. Inspections are routine (once every 12-18 months), unannounced visits. The goal of an inspection is to safeguard the health and safety of consumers. An inspection is also an opportunity for our compliance agents to provide education, guidance, and answers to any questions you may have. We look forward to partnering with you to keep Mississippi healthy and safe.

**Please note: The Mississippi Board of Pharmacy has authority over dispensing facilities. The Mississippi State Board of Medical Licensure has authority over physicians.**

## COMPLIANCE AGENTS

- Identifies him or herself (provides business card and shows badge if asked)
- Conduct inspections with professionalism and good judgement
- Provide information and questions about regulations

## DOCUMENTS

- Past Inspection Reports (N/A to first time inspections)
- List of medications being dispensed
- Annual Controlled Substance Inventory Acquisition and Deposition records to include:
  - Wholesaler invoices
  - Dispensing records
  - Records of drug return or destruction
- DEA 222 forms or CSOS
- Controlled Substance invoices dated and initialed
- Transfer records between physicians
- Written policies and procedures (manual dispensing and automated dispensaries, drug accountability)
- DEA Registration
- Physician resource: [DEA PRESCRIBER'S MANUAL](#)

## ADDITIONAL INFORMATION

- Permit (facility)
- License(physician)
- Drug expiration dates
- Labeling requirements
- Storage requirements

## PHYSICIAN

- Provide access to the compliance agent during regular business hours
- Provide access to review all necessary documents to include records of manufacture, sale, acquisition, receipt, shipment, and disposition of medications
- Provide access to inspect any automated dispensaries

## POST INSPECTION

Any conditions that are unsatisfactory or need improvement will need to be corrected. Keep all documentation related to making those corrections with your inspection report. After the initial education period, any non-compliance could be reported to the Mississippi State Board of Medical Licensure.

If the compliance agent suspects a violation of pharmacy law occurred, you may receive written notice. Examples of written notices would be:

- Education/call for corrective action plan
- Issue a warning or reprimand
- Issue a citation
- Refer the case for disciplinary action

