



# Texas Prescription Monitoring Program Frequently Asked Questions Regarding Prescription Pad Orders

## How do I order official prescription forms?

Practitioners and mid-level practitioners with a valid DEA (Drug Enforcement Administration) number may order and pay for forms online at: <http://www.pharmacy.texas.gov/Cllforms.asp>. Payment is made by credit card (Visa, Mastercard, American Express, and Discover). A receipt will be emailed to you.

## The Texas.gov website states there is no match for my information, what do I do now?

The information provided to the Texas State Board of Pharmacy is provided by the DEA. Please contact the DEA at <https://www.deadiversion.usdoj.gov> to update any information that may be causing the order to fail.

## How long does it take to receive prescription forms once the order has been submitted?

After this office has completed all validations, the print vendor may take up to 30 days to ship the official prescription forms.

## Can I have official prescription forms printed with different addresses?

The information provided from the DEA Registration will be printed on the official prescription forms. Ensure the name, degree and address information is accurate and current with the DEA registration. According to 21 CFR § 1301.12(a) "requires a separate registration for each principal place of business or professional practice."

## Can a mid-level practitioner (i.e., an advanced practice registered nurse or physician assistant) order official prescription forms to prescribe Schedule II medications?

Please refer to the Texas Health and Safety Code Chapter 481.075 and the Texas Occupations Code Chapter 157.0511, for information on Mid-Level's authority to prescribe, dispense, or administer Schedule II medication. An advanced practice registered nurse or physician assistant must have a valid DEA registration that includes the option to prescribe Schedule II medications AND a Prescriptive Authority Agreement as authorized by the Texas Medical Board, in order to prescribe Schedule II medications. Authorized individuals may order official prescription forms at: <http://www.pharmacy.texas.gov/Cllforms.asp>

## Is the supervising physician's name required to be on an official prescription form for mid-level practitioners?

The official prescription forms ordered by mid-level practitioners must include the supervising physician's name and DEA number.

✓ **How does a physician-in-training (PIT) order official prescription forms?**

According to the respective board rules, a PIT must contact the permit office, staff coordinator, or department that is in charge of approving the PIT's prescribing authority. Please contact the Texas Prescription Monitoring Program at 512-305-8050 or [texaspmp@pharmacy.texas.gov](mailto:texaspmp@pharmacy.texas.gov) for more information.

✓ **Do I need official prescription forms for each of my office locations?**

According to CFR §1301.12 (a): A separate registration is required for each principal place of business or professional practice at one general physical location where controlled substances are manufactured, distributed, imported, exported, or dispensed by a person.

✓ **What should I do with old triplicate forms?**

Triplicate prescription forms and official prescription forms issued by the Texas Department of Public Safety (DPS) prior to September 1, 2016, are valid for prescribing Schedule II controlled substances. However, if the pre-printed DEA Registration Number is no longer valid, then the unused and voided forms should be returned to:

Texas State Board of Pharmacy  
Prescription Monitoring Program  
333 Guadalupe, Suite 3-500  
Austin, TX 78701

✓ **Can I use another doctor's official prescription forms?**

No. The official prescription forms are not transferable.

✓ **What are the laws regarding faxed official prescription forms?**

A pharmacist may dispense a Schedule II controlled substances pursuant to a facsimile copy of an official prescription completed in the manner required by §481.074(o), Texas Health and Safety Code.

✓ **How long does a patient have to fill a prescription?**

An official prescription, written for a Schedule II controlled substances, must be filled within 21 days after the date the prescription was issued.

✓ **Can I add the "Earliest Fill Date" to the prescription?**

According to Texas Health and Safety Code § 481.074(d-1), practitioners have the option of issuing multiple official prescription forms to a patient at one time. Each official prescription form of the multiple set must be written for the identical Schedule II controlled substances prescription, and the total quantity of the multiple set may not exceed a ninety (90) day supply. The earliest fill date is to be added in the instructions of the prescriptions.

✓ **Am I required to report theft or loss of official prescription forms?**

Yes, the completed theft or loss of an official prescription form ([Lost/Stolen Form](#)) must be reported to Texas PMP by fax (512) 305-8085 or email:

[texaspmp@pharmacy.texas.gov](mailto:texaspmp@pharmacy.texas.gov)

✓ **Can an official prescription form be used for all controlled substances?**

Not recommended. Please refer to Texas Health and Safety Code §481.074 and §481.075. If the medication is not for a Scheduled II, the pharmacy is not required to report the Control Number and that number will remain open on the doctor's inventory.

✓ **Can a pharmacy obtain a waiver from electronically reporting the dispensing of controlled substances?**

All records must be reported via the Texas PMP Clearinghouse, <https://pmpclearinghouse.net>  
Contact the PMP for further details.

✓ **Can controlled substances prescriptions be prescribed electronically?**

Both Texas and federal laws allow controlled substances medications to be prescribed electronically provided the federal requirements have been met. Additional information regarding electronic prescribing requirements is available at: [http://www.deadiversion.usdoj.gov/ecommm/e\\_rx/](http://www.deadiversion.usdoj.gov/ecommm/e_rx/)

✓ **What do the new Schedule II official prescription forms look like?**

Schedule II official prescription forms issued by the Texas State Board of Pharmacy began September 1, 2016, are blue and contains the state of Texas seal. Beginning September 1, 2018, the prescription forms will contain additional security features listed below:

- **Control Number** – This number is located in the uppermost portion of the form just above the line for the patient's name and is unique for each prescription form. This number must be reported in the record transmitted when a C-II prescription is dispensed.
- **Pantograph** – This security feature produces the word "VOID" multiple times on the face of the prescription form when someone attempts to copy or scan the prescription.
- **Thermochromic ink** – On the new prescriptions a thermochromic feature will be found on the front of the prescription form as a red Rx. Applying heat or vigorously rubbing the area between the thumb and forefinger will cause the red Rx to disappear briefly then reappear. On the older versions, the thermochromic feature is located on the back as a red check.
- **Watermark** - The seal for the State of Texas appears as a watermark on the face of the prescription. Also, on the new prescriptions, a watermark within the body of the paper is present, holding the prescription form to a light will show the watermark.
- **Note** – The Texas State Board of Pharmacy began issuing official prescription forms on September 1, 2016. Triplicate prescription forms and official prescription forms previously issued by DPS are valid forms.

✓ **What cannot be changed on an official prescription form?**

Name of the patient  
Name of the drug  
Name of the prescribing physician  
Date the prescription was issued

Any other item, such as adding or changing the dosage form, strength of the drug, quantity of the drug, and directions for use, **MAY BE CHANGED PROVIDED**, the pharmacist:

- (1) contacts the prescribing physician and obtains verbal permission for the change; and
- (2) documents on the prescription the following information:
  - (a) change that was authorized;
  - (b) name or initials of the individual granting the authorization; and
  - (c) initials of the pharmacist.

✓ **Electronic copies of the drug laws and rules for the Prescription Monitoring Program are available at the following links:**

[Health and Safety Code, Chapter 481](#)

[Texas Administrative Code, Chapter 315](#)