Narcotic Count Sheet - Shift Change

A physical count at the moment custody passes from one staff member to another.

PHARMACY NAME _____ DATE (MM/DD/YYYY) _____ TIME OF COUNT _____

COUNTED BY (PRINT NAME) _____ SHIFT (E.G. DAY TO EVENING) _____ LOCATION (SAFE / CABINET / VAULT) _____

Drug (generic and brand)	Strength	Form	NDC	Sched.	Expected on hand	Physical count	Variance	Time counted

If anything does not match

Recount the drug before recording a variance. If it still does not match, note it below and hand it over verbally as well as on paper: a variance found at shift change is far easier to trace while the transactions behind it are still recent.

_____

_____

_____

COUNTED BY - SIGNATURE _____ TIME _____

Inventory (DEA): an inventory of all controlled substances on hand on the day a pharmacy starts, then a new one at least every two years, each marked as taken at the opening or the close of business (21 CFR 1304.11(a)-(c)). In an opened container, Schedule II is counted exactly; Schedules III-V may be estimated, unless the container holds more than 1,000 tablets or capsules (21 CFR 1304.11(e)(6)).

Records (DEA): every inventory and record is kept at least 2 years from its date, available for DEA inspection (21 CFR 1304.04(a)). Schedule II inventories and records are kept separate from all other records; Schedules III-V separately or readily retrievable (21 CFR 1304.04(h)). A perpetual inventory is not federally required (21 CFR 1304.21(a)).

Theft or significant loss (DEA): notify your DEA Field Division Office in writing within one business day of discovery, and file DEA Form 106 within 45 days after discovery (21 CFR 1301.76(b)).

Your state board of pharmacy may require more than these federal rules. General information, not legal or professional advice: confirm the current requirements with the DEA and your state board.

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Free template from NarcCount - narccount.ca/us - controlled-substance reconciliation software for US pharmacies