



## Reporting Drug Enforcement Administration Registration Number Suffixes by Hospitals

**Updated 6/6/2018**

[Rule 4729-17-13](#) authorizes the use of a hospital Drug Enforcement Administration (D.E.A.) registration by a staff prescriber of a hospital. Each staff prescriber that is so authorized must be assigned a specific internal code number by the hospital which will be used as a suffix to the hospital D.E.A. registration number. Such an internal code number shall consist of numbers, letters, or a combination thereof, shall be preceded by a hyphen, and no more than 10 characters in length, excluding the hyphen.

Rule 4729-17-13 (effective 10/1/2016) will require all hospitals to submit electronically to the State of Ohio Board of Pharmacy an initial list of internal codes that are used as a suffix to the hospital D.E.A. registration number within 30 days. Furthermore, the rule requires that all additions, deletions or changes to the list must be submitted to the Board within five business days of any such addition, deletion, or change.

For questions regarding the submission of this information, please review the guidance document. If you need additional information, the most expedient way to have your questions answered will be to contact the OARRS department: <https://www.ohiopmp.gov/Portal/Contact.aspx>.

### **Q1) How do I submit this information?**

You are not able to upload this information yourself. E-mail an excel document for your institution's DEA + suffixes to [support@pharmacy.ohio.gov](mailto:support@pharmacy.ohio.gov) and we will upload it for you. The excel format must contain four separate columns: Last name, first name, DEA of institution, suffix. Send a complete list of all names and DEA + suffixes anytime there is a change. Every document uploaded replaces the prior list in its entirety.

### **Q2) Additions, deletions or changes to the list must be submitted to the Board within five business days of any such addition, deletion, or change. What does the Board consider a business day?**

"Business day" means any day that is not a Saturday or a Sunday and not a day on which governmental offices of the state of Ohio or banks in the state of Ohio are required or permitted to be closed.

