



Reporting Drug Enforcement Administration Registration Number Suffixes by Hospitals

Updated 8.9.2016

[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.

Effective October 1, 2016, rule 4729-17-13 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?

Step 1: Log-in to the Ohio Automated Rx Reporting System by visiting: www.ohiopmp.gov. You must log-in using your pharmacy data submission account.

Note: Any pharmacy submitting data to OARRS should have a pharmacy data upload account. If the pharmacy does not have a pharmacy data upload account, then they must register for one.

Step 2: Choose Report DEA Suffixes from the Pharmacy Rx menu.



Step 3: Submit the DEA Suffixes in one of two ways:

1. Manually enter the suffixes one at a time; or
2. Upload an Excel spreadsheet of all suffixes. The Excel file should have the following column headers: DEA, Suffix, Name. Please note: All previously entered entries will be overwritten. **When making changes/updates using Excel, the pharmacy is required to upload a complete list of suffixes and not just the changes.**

DEA Suffix Reporting

Facility DEA:	<input type="text"/>
Suffix:	<input type="text"/>
Prescriber Name:	<input type="text"/>

- or -

Upload Excel file	<input type="text"/>	Browse...
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File must include DEA, Suffix & Name columns; this will overwrite all previous entries

Submit

Q2) Can I start submitting data before the effective date?

Yes. Institutional pharmacies can begin reporting DEA suffixes at any time.

Q3) 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.