

# DEA Form - 222 Quick Reference Guide

This quick reference guide is designed to help you complete the DEA Form-222 and to share with you some additional tips that will assist McKesson in processing your order. McKesson cannot fill an order form that does not comply with DEA requirements. For specific instructions on completing forms and to clarify issues or questions, please refer to the relevant DEA regulations and agency guidance.

Complete the Supplier Section of your 222 form with information below and mail your completed form to:

**McKesson Distribution Center 8149**  
4836 Southridge Blvd. • Memphis, TN 38141

DEA FORM-222 "NOT A" U.S. OFFICIAL ORDER FORMS - SCHEDULES I & II DRUG ENFORCEMENT ADMINISTRATION OMB APPROVAL No. 117-0010

<b>PURCHASER INFORMATION</b> JOHN DOE-EXAMPLE DOE-EXAMPLE RX # 1 123 STREET ROAD TOWNSDALE, ST 00000-0123		<b>REGISTRANT INFORMATION</b> REGISTRATION #: QG1234567890 REGISTERED AS: RETAIL PHARMACY SCHEDULES: 2, 2N, 3, 3N, 4, 5, ORDER FORM NUMBER: 1900000000 DATE ISSUED: 10/31/2019 ORDERFORM 3 OF 3		<b>SUPPLIER DEA NUMBER: #</b> <div style="border: 1px solid black; padding: 2px;">P M 0 0 0 1 9 5 1</div>	
<b>PART 1: TO BE FILLED IN BY PURCHASER</b> Print or Type Name and Title <u>John Doe, M.D.</u> Signature of Requesting Official (must be authorized to sign on behalf of the Registrant) <u>John Doe, M.D.</u>		<b>PART 2: TO BE FILLED IN BY PURCHASER</b> BUSINESS NAME <u>McKesson Distribution Center 8149</u> STREET ADDRESS <u>4836 Southridge Blvd.</u> CITY, STATE, ZIP CODE <u>Memphis, TN 38141</u>		<b>PART 3: ALTERNATE SUPPLIER IDENTIFICATION</b> - to be filled in by first supplier (name in part 2 of order is endorsed to another supplier to fill) ALTERNATE DEA # <div style="border: 1px solid black; padding: 2px;"> </div> Signature - by first supplier <div style="border: 1px solid black; padding: 2px;"> </div>	
<b>PART 4: TO BE FILLED IN BY SUPPLIER</b> NATIONAL DRUG CODE <div style="border: 1px solid black; padding: 2px;"> </div>		OFFICIAL AUTHORIZED TO EXECUTE ON BEHALF OF SUPPLIER DATE <div style="border: 1px solid black; padding: 2px;"> </div>		NUMBER SHIPPED <div style="border: 1px solid black; padding: 2px;"> </div>	

NO. OF PACKAGES	PACKAGE SIZE	NAME OF ITEM	NUMBER REC'D	DATE REC'D
1	2	10 Fentanyl 50mcg/ml 2ml amp		
2	4	50ml Fentanyl 50mcg/ml vial		
3	3	30ml Demerol 50mg/ml vial		
4	1	25 Demerol 50mg/ml 1ml amp		
5	2	10 Morphine 2mg/ml 1ml CPI		
6	2	25 Fentanyl 0.05mg/ml 5ml vial		
7	1	10 Ultriva 1mg 8ml vial		
8	1	100 Tab Hydrocodone/APAP 5/325mg UD		
9	1	100 Tab Hydrocodone/APAP 7.5/325mg		
10	2	25 Hydromorphone 2mg/ml 1ml vial		
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

10 ← LAST LINE COMPLETED (MUST BE 20 OR LESS)

Please type or print legibly using a typewriter, printer, pen, or indelible pencil. Do not make any changes or draw a line through any information. Any alternation, erasure, overstrike, trace-over, or change on the form will render the form unusable. Review the back of the DEA Form-222 for official DEA guidelines.

Please note: Any change to the Last Line Completed at the bottom of the DEA Form-222 voids the entire form.

- 1 Supplier Name, Street Address, City, State, Zip Code. Complete the Supplier name as in the example.
- 2 Enter the complete Name and Title of the DEA Registrant authorized to purchase controlled substances.
- 3 Full signature of DEA Registrant. No stamped signatures are accepted.
- 4 The date must be clearly printed in MM/DD/YYYY format.
- 5 No. of packages - indicate the number of boxes you would like to order.
- 6 Indicate Package size. Please be sure to keep all printed text within the specified box.
- 7 Enter description; name/strength/form.
- 8 Enter only the number of lines used. (This number indicates the last line completed on the form).

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## Quick Tips to complete your DEA Form-222

- To cancel a line on a DEA Form-222, attach a note to the form stating that the specific line should be canceled. Still include the canceled line when filling out the Last Line Completed section of the DEA Form-222. For example, if one item is being ordered and there is a mistake on line 1, write the correct drug description in line 2 and attach a note requesting the cancellation of line 1. The "last line completed" section of the DEA Form-222 should still be 2.
- DO NOT use Roman numerals in any field.
- Complete 20 lines or less. If the number in the Last Line Completed box does not match the number of lines completed on the form, the entire order will be voided.
- Reference your McKesson ordering platform for valid item descriptions.
- DO NOT complete Part 3 or 4 of the form- the supplier (McKesson) will fill this out.
- Fully review the form and ensure the form is accurately completed to avoid any delay in processing the order.
- MAKE A COPY OF THE FORM WHEN COMPLETED. Provide the original DEA Form-222 to McKesson and keep a copy of the DEA Form-222 for your records.
- Pink Envelopes: You may receive a pink envelope with your DEA Form-222 orders. The use of the pink envelope is optional but will help expedite the order process. Do not fill out any form printed on the envelope as it is not required and may cause order rejection. Only the DEA Form-222 should be completed.

## Reasons a DEA Form-222 may be returned:

- The order is illegible or not completed properly.
- If any field in the order appears to be altered, lined-through, or erased, regardless of intent.
- The word "VOID" or "CANCEL" is written on any part of the form.
- Missing Title - Both Name and Title of DEA Registrant authorized to purchase are required. Not providing both or leaving this section blank will result in the form being returned. POA, Power of Attorney and Designated Agent are not acceptable titles on this form.
- Missing Signature - The order is not signed by the specified authorized purchaser, or the signature is outside of the signature box.
- The box showing the Last Line Completed is blank, contains a Roman numeral, or is different from the last line completed on the form.
- The Distribution Center is unable to identify the purchaser, purchaser's registration number, item(s) being ordered, or quantity being ordered.
- If a form is returned for any reason, you must complete and submit a new form.

## Reasons an individual line(s) on a DEA Form-222 may be canceled:

- The item requested is a controlled substance listed in Schedules III-V.
- Strength is omitted in the "Name of Item" section. (Listing strength may not be applicable where the product being ordered is a trademarked item.)
- Any field is dittoed (") on the order form rather than specifically written out.
- Package size is stated incorrectly or omitted (ex: the item is only produced in 60-count bottles but 100 is written).
- Roman numeral(s) used to indicate order quantity (either "No. of Packages" or "Package Size").
- The form of dosage is left off in the "Name of Item" section when the product is available in multiple forms. (e.g., capsules vs. tablets).
- The name of the item being ordered extends into Part 5 of the form or the National Drug Code (NDC) field. The NDC field is to be completed by the McKesson Distribution Center.
- The customer completes the NDC field such that McKesson is unable to fill the order for the specific NDC requested.