



## DEA Form - 222 Quick Reference Guide

### 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.