

# Speed Up Delivery of Your Narcotics Orders

CuraScript SD Specialty Distribution's NarcXpress program provides express delivery of your Schedule II narcotics orders.



## NarcXpress

### Smart

When you enroll in our NarcXpress program, we'll send a NarcXpress kit in your next order. The fee to use this service is \$11.99 per used NarcXpress kit. You will not be charged for unused kits; the NarcXpress charge will be reflected on the invoice of your narcotics order.

### Easy

Inside the kit, you will find easy-to-follow instructions for completing the DEA 222 form and a pre-paid envelope to return your order on the DEA 222 form to CuraScript SD. Order additional NarcXpress kits online at [www.curascriptonline.com](http://www.curascriptonline.com) by using the search term "Narc" in the Quick Search function.

### Fast

Place your completed DEA 222 form in the pre-paid FedEx envelope and drop it off at any FedEx location or call for pick-up service at:

**800.GO.FEDEX (800.463.3339)**

We will process your order next business day and ship your narcotics with express 2-Day service or you may request Next Day service for an additional \$10.00 charge. To request this shipping upgrade, please complete and return the enclosed "Next Day Shipping Upgrade Available" form with your order.

### Important Information

To comply with DEA regulations and prevent diversion of controlled substances, CuraScript identifies and establishes the authorization status of each person seeking to order a controlled substance and only accepts orders from persons legally authorized to place them. When the Authorized Registrant named on the DEA 222 form is unavailable, you may use a Power of Attorney to order controlled substances and execute DEA 222 order forms. CuraScript must maintain a Power of Attorney on file for anyone submitting DEA 222 forms with a signature other than the Authorized Registrant.

If you already have a current Power of Attorney on file in your location, please fax it to 614.539.8029. If you do not have one on file, we have included a Power of Attorney form you can complete. Please fax the completed form to 614.539.8029 and keep the original for your records to meet DEA requirements. Please be aware the bottom section entitled "Notice of Revocation" should only be completed when revoking the power of attorney granted in the top section of the form.

## How To Properly Complete and Submit Your DEA 222 Form

1. Areas you **MUST** complete on your 222 forms are shown in white on this example.
2. Areas you **MUST NOT** write in on your 222 forms are shown in grey on this example.
3. Fill in supplier name as shown.
4. Fill in supplier address as shown.
5. Date the form in the correct format.
6. Fill in the number of packages.
7. Fill in the size of package.
8. Fill in the name of the item.
9. Fill in Last Line Completed.
10. Sign the form. **No stamped signatures allowed.**
11. The 222 form is in triplicate; remove and keep the blue copy for your records.
12. Include the top two sheets (brown and green copies with one carbon in between) in your NarcXpress FedEx envelope. The cost to use the NarcXpress service is \$11.99 per used kit. The charge will be reflected on the invoice of your narcotics order.

See Reverse of PURCHASER'S Copy for instructions		No other form may be issued for Schedule I and II substances unless a completed application form has been received, (21 CFR 1305.04).		OMB APPROVAL No. ****-****		
TO: (Name of Supplier) <b>3</b> CURASCRIPT SD DISTRIBUTION		STREET ADDRESS <b>4</b> 2297 SOUTHWEST BLVD, SUITE D				
CITY and STATE <b>4</b> GROVE CITY, OHIO		DATE <b>5</b>		TO BE FILLED IN BY SUPPLIER SUPPLIERS DEA REGISTRATIONS No.		
TO BE FILLED IN BY PURCHASER						
LINE No.	No. of Packages	Size of Package	Name of Item	National Drug Code	Package Shipped	Date Shipped
1	<b>6</b>	<b>7</b>	<b>8</b>			
2						
3						
4						
5						
6			<b>1</b>			<b>2</b>
7						
8						
9						
10						
<b>9</b> LAST LINE COMPLETED (MUST BE 10 OR LESS)			<b>10</b> SIGNATURE OF PURCHASER OR ATTORNEY OR AGENT			
Date Issued PRE-PRINTED	DEA Registration No. PRE-PRINTED	Name and Address of Registrant				
Schedules PRE-PRINTED		YOUR NAME AND ADDRESS (AS IT APPEARS ON YOUR DEA LICENSE) IS ALREADY PRE-PRINTED IN THIS SECTION				
Registered as a PRE-PRINTED	No. of this Order Form PRE-PRINTED					
DEA Form 222 (Oct. 1992) U.S. OFFICIAL ORDER FORMS - SCHEDULES I & II DRUG ENFORCEMENT ADMINISTRATION						

The DEA requires that you write the date in a very specific format (note how the year is written):  
**Correct:** 1/1/08 or 1/1/2008  
**Incorrect:** 1/1/8

**Example:** Fentanyl 50mcg/ml 2ml Amp  
Fill in the complete description of the product you need. It MUST fit within the space allowed and cannot overlap into other boxes. Before filling this out, you can reference the enclosed list of narcotics as a guideline for the proper description or contact your sales associate or our Schedule II narcotics department to ensure it is correct, as the list is subject to change.  
**USE ONE LINE PER ITEM.**

**Example:** 10/box, 100/btl, 25/box, etc.  
If sold in individual vials, their size should be entered (such as **50ml**).

**Example:** If sold in eaches, enter **1** for 1 each, **10** for 10 each, etc.  
If sold in boxes of 10, enter **1** for 1 box of 10, **2** for 2 boxes of 10, etc.

Must be signed by Physician or someone with Power of Attorney. **No stamped signatures will be accepted.**

Count the number of lines you have filled out on the form and enter this number in the space provided.  
**Must be 10 or less.**  
**Example:** You ordered 4 vials of cocaine and 2 boxes of fentanyl amps. You have used 2 lines, and therefore would enter **2** in the Last Line Completed.

## Avoid Rejection of Your Order

- Remember, no question is ever a dumb question! If in doubt, give us a call. You can contact your sales associate or call our Schedule II narcotics department directly at **614.539.8074, ext. 5**. We will gladly answer your questions or proof-read a faxed copy of your 222 form.
- If mistakes are made, **START OVER** with a new form. Forms will not be accepted with any alterations, including "write-overs" of a number or a letter; you cannot cross out anything on the form or initial any changes. Any 222 forms with mistakes must have "VOID" written across the face of the form and be kept on site in a file labeled "Void by Registrant."
- Double check your form. This includes the distributor name and address, date, your units of measure (bx, btl, etc.), size of package, product descriptions, last line completed and signature. Is it all complete? How about accuracy? Orders will be rejected for incorrect or incomplete items, such as even leaving "Suite D" off the supplier address.
- If an order on a DEA 222 form cannot be filled for any reason under this section, the supplier must return copy 1 (brown) and copy 2 (green) to the purchaser with a statement as to the reason (for example, illegible or altered, not signed, etc.).
- Further, when a purchaser receives an unaccepted order, copies 1 and 2 of the DEA 222 form and the statement must be attached to copy 3 (blue) and retained in the files of the purchaser. A defective DEA 222 form may not be corrected; it must be replaced by a new DEA 222 form for the order to be filled.