



Controlled Substance Count Log Instructions

Controlled substances are counted by 2 licensed medical staff daily at the end of the shift. Below is an example of how to complete the daily count form. The yellow boxes are examples of how to track medication received from a pharmacy, green boxes are examples of tracking if medication is being administered to a client and the grey boxes are examples of medication being counted daily. Ensure that all medication is being tracked on the proper dosage sheet below.

Example

Date	Time	Administration Medical Record Number	Received	Count	Quantity In	Quantity Out	Total Units	Signature	Signature
1/2/2024	1:00 PM		x		1		1	Jane Doe LPT	
1/2/2024	3:30 PM	787878				1	0	John Brown RN	
1/2/2024	5:00 PM			x			0	Jane Doe LPT	John Brown RN
1/3/2024	8:00 AM		x		3		3	Jane Doe LPT	
1/3/2024	5:00 PM			x			3	Jane Doe LPT	John Brown RN
1/4/2024	11:00 AM	898989				1	2	John Brown RN	
1/4/2024	2:00 PM	232323				1	1	John Brown RN	
1/4/2024	5:00 PM			x			1	Jane Doe LPT	John Brown RN

Step	Action
1	Determine if medication is being received from pharmacy, administered to client, or if a daily count is being done
a)	If medication is received from pharmacy: enter date and time, check "received" box follow #2-6
b)	If medication is being administered to a client: enter date and time, client's medical record number in "Administration Medical Record Number" box follow #2-6
c)	If medication is being counted: check "count" box, follow #2-6
2	Write number of units received for the specific dose in the "quantity in" box when receiving
3	Write quantity of units administered in the "quantity out" box when administering
4	When receiving or administering medication, the total amount will be carried to the "total units" " box
5	One licensed signature required for receiving or administering a dose
6	Two licensed signatures required for the daily count ensuring that the number of units per dosage in the "total units " box matches what is on hand

NOTE: DISCREPANCIES OR MISSING MEDICATION SHALL BE IMMEDIATELY REPORTED TO THE DBH CLINIC MEDICAL DIRECTOR OR DESIGNEE AND CLINIC SUPERVISOR FOR REQUIRED ACTION



Controlled Substance Count Log

Medication Name									
SUBLOCADE 100 MG									
Date	Time	Distribution			Quantity In	Quantity Out	Total Units	Signature	Signature
		Administration Medical Record Number	Received	Count					



Controlled Substance Count Log

Medication Name									
SUBLOCADE 300 MG									
Date	Time	Distribution			Quantity In	Quantity Out	Total Units	Signature	Signature
		Administration Medical Record Number	Received	Count					