



DEA Compliance Routine

 *Daily*



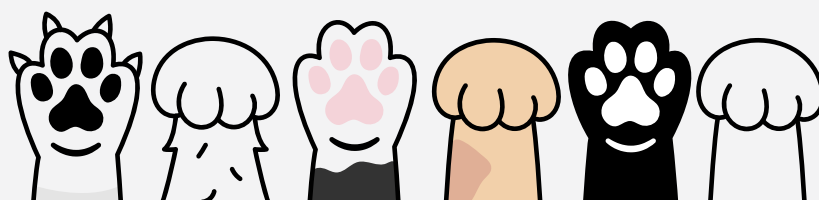
Log all controlled substance administrations and waste immediately



Catch discrepancies in real time



Ensure all entries are signed and legible





DEA Compliance Routine



Weekly



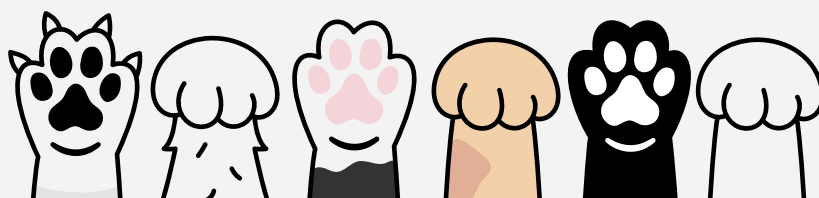
Reconcile logs with invoices and patient records



Spot-check for missed entries or inconsistencies

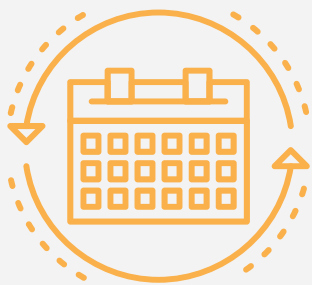


Ensure all entries are signed and legible





DEA Compliance Routine



Monthly



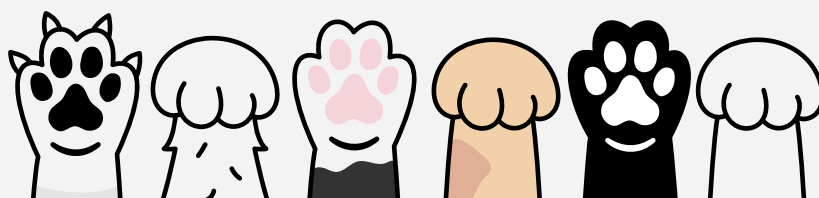
Pull a few logs and audit them start to finish



Review who has access and how they're logging



Reorder low inventory and remove expired meds

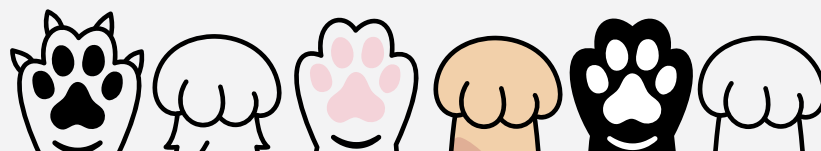




DEA Compliance Routine

③ Quarterly

- Perform a full log reconciliation
- Review and update SOPs as needed
- Conduct a mini internal audit / spot-check
- Prep training refreshers for new / returning staff





DEA Compliance Routine



Yearly



Complete required DEA compliance CE



Perform a full internal DEA mock audit



Review your PMP submissions and state-specific reporting



Prepare for or complete biennial inventory (if applicable)

