

STATE MEDICAL BOARD OF OHIO
Log of Controlled Substances

The enclosed forms are to be used by all licensees who are required by order of the State Medical Board to maintain and periodically submit to the Board records or logs reflecting their utilization of controlled substances. It is essential that you carefully read and comply with the following instructions, since submission of an inaccurate or incomplete log constitutes a violation of probation, and may result in revocation of license.

REPORTING PERIOD - The first drug log will be due on the date upon which the Declaration of Compliance is due, and every three months thereafter.

LEGIBILITY - All information reported in the log must be clearly legible. It is strongly suggested that it be in typed form, although a log legibly printed in indelible ink will also be accepted. Each instance of an illegible entry constitutes a violation of probation, and repeated instance may result in disciplinary action.

ENTRIES - Enter all required information in the appropriate column each time a controlled substance, carisoprodol or tramadol is utilized. It is your responsibility to know the legal status of all drugs utilized. Ignorance of the controlled status of a drug is not an excuse for failure to report use of that drug in treating patients.

The patient's full name or patient identifier must be given. Further, the medications utilized must be fully identified, including the brand name if applicable, and the strength. Abbreviations and codes may not be used to identify the medication. Amounts and refills should be entered in Arabic numerals, and a "0" should be entered in the refill column if the controlled substance is administered, dispensed or supplied by a non-refillable prescription.

The manner in which the controlled substance is supplied must be entered in the sixth column. Enter an "A" if the drug is administered, a "D" if it is dispensed, or a "P" if it is prescribed. The diagnosis must be entered in the final column.

If patient identifiers are used in place of patient names, then you must provide the Board with a corresponding list that identifies the patients.

PAGINATION - Should more than one page be necessary to document the medications, simply make a copy of the log, enter the page number in the space provided at the bottom of each page in the space provided. (example - the pages of a ten-page log will be numbered "1 of 10")

