

MONTANA BOARD OF PHARMACY
(301 S PARK, 4TH FLOOR, HELENA, MT 59601 - Delivery)
P. O. Box 200513
Helena, Montana 59620-0513
(406) 444-6880 FAX (406) 841-2305
E-MAIL: dlibsdpba@mt.gov WEBSITE: www.pharmacy.mt.gov

APPLICATION FOR: OUTPATIENT SURGICAL CENTER

ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED.
(Please allow 30 days for processing from the date that the Board has a complete routine application)

A BUSINESS CANNOT OPERATE IN MONTANA WITHOUT AN ACTIVE MONTANA LICENSE

REGISTRATION REQUIREMENTS 24.174.1122 ARM OUTPATIENT CENTERS FOR SURGICAL SERVICES:

- ◆ The Board shall annually register and inspect all outpatient centers for surgical services in Montana regardless of pharmacy status
- ◆ In an outpatient center for surgical services without an on-site pharmacy, drug distribution must be directed by a physician or consulting pharmacist licensed to practice in Montana and who is responsible for the security, storage, and distribution of drugs within the facility
- ◆ The physician director or consulting pharmacist shall provide for applicable policies and procedures according to ARM 24.174.1122(3)(a)(b)(c)(d)(e)(f)
- ◆ Ambulatory surgical centers that store and/or administer controlled substances shall register with the Board and with the DEA, and shall comply with all applicable state, local, and DEA regulations

FEES:

\$45 (Non-Refundable) Application Fee

\$75 (Non-Refundable) Registration Under the MT Dangerous Drug Act to Dispense

****Make check or money order payable to the Montana Board of Pharmacy****

APPLICATION PROCEDURES:

- ◆ When the application file is complete, it will be processed and considered by Board staff for registration. The applicant will be notified if additional information is required or if required to appear before the Board for an interview.
- ◆ If the application is considered a non-routine application, there may be a delay in processing of the application. You may be requested to provide additional information, or make a personal appearance before the Board during a regularly scheduled Board meeting and/or the application may require Board consideration. Non-routine applications may take up to 120 days to process.
- ◆ Keep the Board office informed at all times of any address changes, changes in license status and complaints or proposed disciplinary action by any other board or jurisdiction. This is essential for timely processing of applications and subsequent licensure.

PROCESSING PROCEDURES

- ◆ Once a routine application is complete, the application takes up to 30 days to process from the time it is received in the Board office.
- ◆ The applicant will be notified in writing of any deficient or missing items from the application file.
- ◆ Once a routine application is processed and approved a registration will be issued.

For information with regard to the processing of this application or other concerns please contact the Board of Pharmacy staff email at dlibsdpba@mt.gov or visit the website at: pharmacy.mt.gov

PLEASE BE SURE TO REVIEW THE MONTANA LAWS AND RULES ON THE WEBSITE

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APPLICATION FOR: Outpatient Surgical Center

1. NAME _____

2. MAILING ADDRESS _____
Street or PO Box # City and State Zip

3. PHYSICAL ADDRESS _____
City and State Zip

EMAIL ADDRESS: _____

4. PHONE () _____ FAX () _____

5. Tax ID NUMBER _____

6. PHARMACIST/PHYSICIAN-IN-CHARGE _____ MT LICENSE # _____

Address _____

City: _____ State: ____ Zip Code _____

Phone _____ Fax _____

7. Does the facility have policies and procedures in place to meet the requirements of
ARM 24.174.1122(3)(a)(b)(c)(d)(e)(f)?

CONTINUE TO NEXT PAGE

PERSONAL HISTORY QUESTIONS IMPORTANT INSTRUCTIONS AND NOTICE

1. Please read the following questions carefully. Giving an incomplete or false answer is unprofessional conduct and may result in denial of your application or revocation of your license. See, 37-1-105, MCA.
2. You have a continuing duty to update the information you provide in your application and supplemental responses, including while your application is pending and after you are granted a license.
3. Upon submittal of your application form, for every “yes” answer provided, you will receive a request for specific information or documents associated with the question. Your application is not complete until staff receive all information requested.
4. **[Business Entities only]** “You” in these instructions and questions refers to individuals authorized to answer questions on behalf of the facility, organization, or entity applying for licensure and not personally to the individuals.
5. **[Business Entities with Persons in Charge]** “You” in these instructions and questions refers to associates or agents of the facility, organization, or entity applying for licensure who must answer these questions personally as individuals.

PERSONAL HISTORY QUESTIONS

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|---|-----|----|
| 1. Have you ever had any license, certificate, registration, or other privilege to serve as a volunteer or practice a profession denied, revoked, suspended, or restricted by a public or private local, state, federal, tribal, religious, or foreign authority? | Yes | No |
| 2. Have you ever surrendered a credential like those listed in number 1, in connection with or to avoid action by a public or private local, state, federal, tribal, religious, or foreign authority? | Yes | No |
| 3. Have you ever resigned to avoid discipline, been suspended, or been terminated from a volunteer or employment position? | Yes | No |
| 4. Have you ever been required to participate in a behavioral modification or assistance program in lieu of suspension or termination from a volunteer or employment position? | Yes | No |
| 5. Have you ever withdrawn an application for any professional license? | Yes | No |
| 6. As of the date of this application, are you aware of any pending complaint, investigation, or disciplinary action related to any professional license you hold? | Yes | No |
| 7. Are you under a current order that remains unsatisfied (e.g., fines unpaid, probation not concluded, conditions unmet?) | Yes | No |

Note on Questions 8 and 9: Applicants who disclose medical, physiological, mental, or psychological conditions or chemical substance use in Question 8 or 9 may qualify for participation in the Montana Professional Assistance Program. Please visit the board website for more information about this program. "Chemical substances" include alcohol, drugs, or medications, whether taken legally or illegally.

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|--|-----|----|
| 8. Do you have any medical, physiological, mental, or psychological condition which in any way currently (within the last 6 months) impairs or limits your ability to practice your profession or occupation with reasonable skill and safety? | Yes | No |
| 9. Do you currently (within the last 6 months) use one or more chemical substances in any way which impairs or limits your ability to practice your profession or occupation with reasonable skill and safety? | Yes | No |

The following information is provided for Question 10 below:

A criminal conviction may not automatically bar you from receiving a license. For more information about how a criminal conviction may impact your application, consult the board or program website.

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|---|-----|----|
| 10. Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or sentence deferred or suspended as an adult or "juvenile convicted as an adult" in any state, federal, tribal, or foreign jurisdiction? | Yes | No |
| 11. Are you now subject to criminal prosecution or pending criminal charges? | Yes | No |
| 12. Have you ever been disciplined, censured, expelled, denied membership or asked to resign from a professional society or organization? | Yes | No |
| 13. Have you ever had a civil judgment entered against you in a lawsuit for incompetence, negligence, or malpractice in practicing any profession? | Yes | No |

- | | | |
|--|-----|----|
| 14. Have you ever been disqualified from working with children, elderly persons, mentally ill persons, or other vulnerable persons? | Yes | No |
| 15. Have you ever been placed on probation, restricted, reprimanded, suspended, revoked, resigned in lieu of action against you, or had other action taken against you by any hospital, clinic, health care facility, group medical practice, health maintenance organization, or third-party insurance provider, including Medicare and Medicaid? | Yes | No |
| 16. Are you currently on an exclusion list by the Office of Inspector General (OIG) for the U.S. Department of Health and Human Services prohibiting you from working in a facility receiving federal funding? | Yes | No |
| 17. Has your authority to prescribe, dispense, or administer drugs, including controlled substances, ever been denied, restricted, suspended, or revoked? | Yes | No |
| 18. Have you ever voluntarily surrendered or had your U.S. Drug Enforcement Administration registration placed on probation, restricted, suspended, or revoked? | Yes | No |

I authorize the release of information concerning education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of Pharmacy. I hereby declare that the information included in this application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds.

I have read and will abide by the current licensure statutes and rules of the State of Montana governing the profession. I will abide by the current laws and rules that govern my practice.

Signature of Applicant

Date

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A BUSINESS CANNOT OPERATE IN MONTANA IN ANY MANNER WITHOUT AN ACTIVE MONTANA LICENSE

STATEMENT OF PHARMACIST/PHYSICIAN FORM

LICENSE REQUIREMENTS 24.174.1122 ARM OUTPATIENT CENTERS FOR SURGICAL SERVICES:

- ◆ Complete the Outpatient Surgical Center application
- ◆ Submit the Statement of Pharmacist/Physician
- ◆ In an outpatient center for surgical services without an on-site pharmacy, drug distribution must be directed by a physician or consulting pharmacist licensed to practice in Montana and who is responsible for the security, storage, and distribution of drugs within the facility

APPLICATION PROCEDURES:

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- ◆ If the application is considered a non-routine application, there may be a delay in processing of the application. You may be requested to provide additional information, or make a personal appearance before the Board during a regularly scheduled Board meeting and/or the application may require Board consideration. Non-routine applications may take up to 120 days to process.

PROCESSING PROCEDURES:

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STATEMENT OF PHARMACIST/PHYSICIAN

For the purposes of satisfying the requirements of ARM 24.174.1122(2) the following agreement has been entered into and submitted to the Montana Board of Pharmacy:

Name of Facility _____

Pharmacist/Physician MT License # _____

Address _____

City _____ State _____ Zip Code _____

The signature below indicates that the Pharmacist/Physician-in-Charge of the above named facility and will be the Pharmacist/Physician-in-Charge until the present license expires; that if the undersigned ceases to be Pharmacist/Physician-in-Charge prior to the expiration of the license, the undersigned will notify the Board of Pharmacy of such fact and failure to do so may be cause for suspension or revocation of Pharmacists license; that the undersigned agrees fully and promptly to comply with the applicable federal laws, laws of the State of Montana, and the rules and regulations of the Board of Pharmacy governing this application, applicants business, and the sale of permitted drugs, pharmaceuticals, and commodities.

24.174.805 CHANGE OF PHARMACIST-IN-CHARGE (1) When the pharmacist-in-charge of a pharmacy leaves the employment of such pharmacy, the pharmacist will be held responsible for the proper notification to the board of such termination of services.

(2) Within 72 hours of termination of services of the pharmacist-in-charge, a new pharmacist-in-charge must be designated and an affidavit filed with the board. The license will then be updated to indicate the name of the new pharmacist-in-charge.

Signature _____

Please retain a copy of this form in the pharmacy and send the original to the Board office

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LICENSE REQUIREMENTS FOR MONTANA DANGEROUS DRUG ACT
50-32-301 MCA
24.174.1401 Dangerous Drug Act

- ◆ Complete an Outpatient Surgical Center application or Montana License Number if already licensed as an Outpatient Surgical Center and adding dispensing to license
- ◆ Complete the Dangerous Drug Act application if this facility will be dispensing/administering controlled substances

FEE: \$75 – (Non-Refundable) - Dispense under the Montana Dangerous Drug Act

APPLICATION PROCEDURES:

- ◆ When the application file is complete, it will be processed. The applicant may be notified if additional information is required.
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APPLICATION FOR REGISTRATION UNDER THE MONTANA DANGEROUS DRUG ACT

Dispense/Administer

Name: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip Code: _____

License Number if already licensed as an Outpatient Surgical Center _____

Telephone Number: _____ Fax Number: _____

DEA Registration Number: _____ Federal Tax I.D. Number: _____

Signature _____ Date _____
(Signature of applicant or authorized individual)

Title _____