

## MONTANA PRESCRIPTION DRUG REGISTRY MONTANA BOARD OF PHARMACY

P.O. Box 200513 (301 S. Park, 4<sup>th</sup> Floor – Delivery) Helena, MT 59620-0513

Phone: (406) 841-2240 Fax: (406) 841-2344 TTD: (406) 444-0532

EMAIL: [dlibsdpdr@mt.gov](mailto:dlibsdpdr@mt.gov) WEBSITES: [www.pharmacy.mt.gov](http://www.pharmacy.mt.gov), [www.mpdr.mt.gov](http://www.mpdr.mt.gov)



### MPDR ZERO REPORTING ATTESTATION FORM

**PURPOSE OF THIS FORM:** To allow Montana-licensed pharmacies that do not dispense controlled substances to attest that the Montana Prescription Drug Registry (MPDR) reporting requirements do not apply to the pharmacy.

**INSTRUCTIONS:**

1. Complete the Pharmacy Online Registration procedures as documented in the "MPDR Reporting Guide For Pharmacies" (available online at [www.MPDRInfo.mt.gov](http://www.MPDRInfo.mt.gov)). Make note of the Unique ID assigned to the pharmacy once the online registration has been completed.
2. The Pharmacist-in-Charge (PIC) must complete this Attestation and sign it. The MPDR cannot accept forms completed by a pharmacy's corporate office or other entity.
3. All fields must be completed, including the Unique ID received during pharmacy registration. Incomplete forms will not be considered for approval.
4. Submit the original of this form to the Montana Prescription Drug Registry (MPDR) via postal mail (we cannot accept this document by fax or email):  
Montana Prescription Drug Registry  
PO Box 200513  
Helena, MT 59620-0513
5. **IMPORTANT: The pharmacy must continue to submit timely zero reports until notified via email from the MPDR ([dlibsdpdr@mt.gov](mailto:dlibsdpdr@mt.gov)) that this attestation form has been approved by the MPDR.**

**PHARMACY INFORMATION:**

*Please type or print clearly. The email address listed in this section will be used for the MPDR's response to your request.*

Pharmacy Name: \_\_\_\_\_

Pharmacy's Montana License Number: \_\_\_\_\_

Pharmacy's Unique ID (assigned by the MPDR during online registration): \_\_\_\_\_

Pharmacy Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Pharmacy Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Pharmacy Email Address: \_\_\_\_\_

Pharmacist-in-Charge (PIC) Name: \_\_\_\_\_

Check all that apply:

This pharmacy does not hold a controlled substance registration with the DEA.

This pharmacy does not dispense any controlled substances Schedule II, III, IV or V to Montana patients.

**ATTESTATION REGARDING MPDR ZERO REPORTING REQUIREMENTS:**

*The Pharmacist-in-Charge must read and initial each of the following statements:*

I understand that if this pharmacy ever does dispense a controlled substance to a Montana patient that the prescription must be reported to the MPDR according to the timely reporting requirements indicated in ARM 24.174.1704, and that the pharmacy is no longer eligible to be excused from MPDR zero reporting requirements.

\_\_\_\_\_ I have read and understand the MPDR reporting requirements indicated in ARM 24.174.1704.

**ARM 24.174.1704. REQUIREMENTS FOR SUBMITTING PRESCRIPTION REGISTRY INFORMATION TO THE BOARD**

- (1) All prescription drug order information for controlled substances shall be submitted to the board pursuant to this subchapter.
- (2) A pharmacy shall submit all prescription drug order information for a controlled substance to the board no later than eight days after the date of dispensing the controlled substance.
- (3) If a pharmacy that dispenses controlled substances has not dispensed any controlled substances during a calendar month, the pharmacy shall verify that no controlled substances were dispensed for that month by submitting a "zero report" to the board. A "zero report" is due on or before the fifth day of the next month.
- (4) A pharmacy that does not dispense controlled substances shall notify the board by submitting an appropriate board-approved form attesting that the pharmacy does not dispense controlled substances.
  - a. The form submitted by a pharmacy that does not dispense controlled substances shall be maintained on file with the board and at the pharmacy location.
  - b. If a pharmacy does dispense a controlled substance, it shall then comply with the reporting requirements of this rule.
- (5) For the purposes of establishing a data history at the initiation of the prescription drug registry, each certified pharmacy and out-of-state mail service pharmacy shall submit a one-time batch submission of controlled substances, dispensed to Montana patients from July 1, 2011 forward to the date the registry is operational.
- (6) In the event that a pharmacy cannot submit the required information as described in this rule, the pharmacy must timely report that fact to the board on or before the date the submission is due. The board office may grant an extension, at their discretion, when a pharmacy notifies the board that they are unable to submit their report.
- (7) It is the responsibility of the submitting pharmacy to address any errors or questions about information that the pharmacy has submitted to the prescription drug registry and resubmit corrected data no later than eight days after the date of the original submission.

I hereby attest that all information contained in this document is accurate and complete. I understand the Montana Prescription Drug Registry's (MPDR's) reporting requirements and I will abide by these requirements. Violation of any of the terms of this Attestation may result in disciplinary action by the Montana Board of Pharmacy.

PIC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print PIC Name: \_\_\_\_\_

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**FOR USE BY MPDR STAFF ONLY:**

Processed By/Date: \_\_\_\_\_ License Effective Date: \_\_\_\_\_

PIC Verified: \_\_\_ Yes \_\_\_ No Unique ID Verified: \_\_\_ Yes \_\_\_ No Reporting Status Verified: \_\_\_ Yes \_\_\_ No \_\_\_ N/A

Request Approved: \_\_\_ Yes \_\_\_ No Denial Reason: \_\_\_\_\_

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License Updated: \_\_\_\_\_ Approval or Denial Email Sent: \_\_\_\_\_

Notes: