

FREQUENTLY ASKED QUESTIONS ABOUT THE OFFICIAL PRESCRIPTION PROGRAM

OPP

Revised: November 2014



NEW YORK STATE DEPARTMENT OF HEALTH
Bureau of Narcotic Enforcement

1-866-811-7957
www.health.ny.gov/professionals/narcotic

Q1. Does New York State require a specific prescription form?

A1. Yes Effective April 19, 2006, **all** prescriptions (both for controlled substances and non-controlled substances) written in New York State be issued on an Official New York State Prescription (ONYSRx) form.

Q2. How will practitioners obtain their official prescriptions for prescribing?

A2. A practitioner must first register with the Department of Health. The Department will provide official prescriptions to **registered** practitioners **free of charge**. Practitioners will be issued individualized official prescriptions preprinted with their practice information. The forms will also be issued to group practices and to hospitals, nursing homes, and other healthcare facilities for use by staff practitioners.

Q3. What is the best way for registered practitioners to order official prescriptions?

A3. Practitioners can order ONYSRx forms through Official Prescription Program Order Form (DOH-250), online Health Commerce System application only Online Ordering will offer the convenience of imprinting official prescriptions with multiple practice addresses and the names of practitioners in group practices. It will also allow a practitioner to designate an alternate who is authorized to order official prescriptions on his or her behalf. Prescription forms ordered online will be shipped more quickly than the manual process.

Q4. How must official prescriptions be secured?

A4. Practitioners should safeguard their official prescriptions against loss, theft, or unauthorized use. **Practitioners must store prescriptions at their primary address ("shipped to" address). Prescription pads issued to them may be used at any location where they practice.**

IMPORTANT NOTE: EMR paper may **NEVER** be transferred to or used at a location other than the primary address.

Q5. Are practitioners licensed in other states required to prescribe on an official prescription for their patients living in New York?

A5. No. Out-of-state practitioners may prescribe on their own personal prescription blank. If the prescriptions contain all information required by law, New York pharmacies will be allowed to fill them in the same manner as official prescriptions.

Q6. Whom can practitioners contact with questions about official prescriptions?

A6. Contact BNE by phone at 1-866-811-7957 option 1 or email narcotic@health.ny.gov.

Q7. What is the procedure for disposing of unused official NYS prescriptions/EMR paper?

A7. Unused official NYS prescriptions/EMR paper must be returned to the Bureau of Narcotic Enforcement for destruction.

Bureau of Narcotic Enforcement
Attn: Official Prescription Program
Riverview Center
150 Broadway
Albany, NY 12204

Q8. When should unused prescriptions be returned to BNE?

A8. Unused prescriptions should be returned to BNE for the following circumstances:

- Deceased practitioner
- Administrative action
- Wrong product ordered
- No longer prescribing

Except for the practitioner's name, the law does not prohibit practitioners from editing practitioner demographic information on the prescription form such as practitioner address, practitioner telephone number, NPI number, practitioner credentials, etc.

Q9. When a practitioner is no longer with the practice and their name is printed on the group practice prescription form, should those prescriptions be returned to BNE?

A9. No. The prescriptions are still valid for use by the practitioners remaining at that group practice.

Q10. With the electronic prescribing mandate, effective March 27, 2015, should unused official prescriptions be returned to BNE?

A10. No. Electronic prescribing does not make the official prescription obsolete. Practitioners must retain and continue to safeguard existing supplies.

Q11. With the electronic prescribing mandate, effective March 27, 2015, do I still need to keep the Official Prescriptions on hand?

A11. Yes. Electronic prescribing does not make the official prescription obsolete. Practitioners must retain a supply of prescriptions for use *only* under exceptions from electronic prescribing set forth in [10 NYCRR 80.64](#)

Click here for more information regarding Electronic Prescribing (e-prescribing page)