



State of Idaho
Division of Occupational and Professional Licenses
Board of Pharmacy

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**Manufacturer and Wholesale Drug Distributor
Monthly Prescriber Sales Reporting
Frequently Asked Questions**

Reporting Requirements

Q. Is there an Idaho law regarding monthly drug distribution reporting?

A. Yes. According to Idaho Administrative Rules, an authorized drug distributor must report specific data on drugs distributed at least monthly to the Board in a form and manner prescribed by the Board.

<https://adminrules.idaho.gov/rules/current/24/index.html#36>

Q. Who is considered an authorized Idaho drug distributor?

A. Any Manufacturer and/or Wholesale Distributor that has an active Idaho certificate.

Q. What medications are required to be reported monthly?

A. Drug Distributors that sell/distribute the following reportable medications to an Idaho practice address:

- Prescription Drugs
- Controlled Substances

*When the word ‘**reportable medications**’ is used in this document it includes all the above medications listed

Q. Is there a specific form that is required for reporting?

A. Yes. [Prescriber Sales Reporting Form](#)

Q. How should the report be submitted?

A. Email the completed report to PDMP@dopl.idaho.gov

Q. Who is considered a registered Idaho prescriber?

A. A professionally Idaho licensed prescriber that has an active Idaho Practitioner Controlled Substance Registration and an associated Federal DEA Controlled Substance Registration.

Q. What is considered an Idaho practice address?

A. The principal place of practice where a registered Idaho prescriber houses prescription medications.

Q. Is drug distribution to Idaho pharmacies required to be reported?

A. No. Only drug distribution to an Idaho prescriber practice address needs to be reported.

Q. If a drug distributor doesn't distribute any medications to an Idaho practice address in a particular month, are they still required to submit a report?

A. Yes. At the top left-hand corner of the [Prescriber Sales Reporting form](#) there is a section called '**Zero Report**'. Check the box and enter the Month and Year that has zero sales.

Required Reporting Information

Q. Can all reportable medications be included on the same form?

A. Yes, all non-controlled and controlled substance medications (sold or otherwise provided) should be reported on the same [Prescriber Sales Reporting form](#).

Q. Do all fields on the Prescriber Sales Reporting form need to be completed?

A. Yes. The distribution of **non-controlled medications** must include the Idaho **practitioner professional license number**. The distribution of **controlled substance medications** must include the **practitioner's Idaho addressed Federal DEA Registration number**.

Q. Can the Health Industry Number (HIN) number be used in place of the practitioner Idaho addressed Federal DEA Registration number?

A. No, the practitioner Idaho addressed Federal DEA Registration number must be provided.

Q. Can the Proxy name associated with the sale be used in place of the practitioner's name?

A. No, the report must include the practitioner's name and depending on the medication, either the professional license number or DEA registration information.

Q. Are sales of Vaccines to an Idaho practice address required to be included in the report?

A. No. The Board has exempted the requirement to report the sale of Vaccines.

Q. Do free goods pursuant to a patient assistance program, need to be reported?

A. Yes, If the medication is earmarked for a specific patient, and is shipped to, and administered at an Idaho practice address.

Q. Do controlled substance medication samples need to be reported?

A. No, controlled substance medication samples sold or provided to an Idaho practice address do not need to be reported.

Q. Do medications that are shipped by a 3PL on behalf of a Drug Distributor sale need to be reported?

A. Yes. The drug distributor is the owner/seller of the product, therefore the responsible party to report.

Exemption From Reporting

Q. Is there an exemption from reporting in situations where a drug distributor does not ship any of the reportable medications?

A. Yes. When a Manufacturer or Wholesale Distributor submits an application for a certificate in Idaho, the medications intended for distribution will be confirmed. If none of the reportable medications will be distributed, the applicant record is documented, and the applicant will be considered exempt from reporting.

Q. What if an exempted drug distributor begins distribution of reportable medications?

A. Reporting will be required with the first shipment. A copy of the Federal DEA Registration of the drug distributor must be included with the first report.