Bound Tree Medical, LLC
Controlled Substance Ordering Guidelines

Before Bound Tree Medical can process your order, we must receive a Prescription Drug & Device Authorization form and current license/certificate. Please see Drug & Device Authorization form and instructions on the previous page.

Federal regulations strictly control the ordering and shipping of controlled substances. Schedule II controlled substances (Morphine, Demerol, Fentanyl, etc) require a Federal *DEA form 222. Schedule III, IV and V controlled substances (Ativan, Valium, Versed, etc.) may be ordered via phone, fax or mail.

Each time you place an order for Schedule II controlled substances, a properly completed original Federal DEA form 222 is required. These forms are issued by your local DEA office. Complete instructions for completing a form 222 are found on the back of the back copy of each Form 222. (The DEA Form 222 is a triplicate form.) A Bound Tree Medical order form is not necessary when ordering Schedule II substances. Please include a copy of your purchase order number with your Form 222 if you should require it for receiving/ billing purposes.

In accordance with Federal regulations, controlled substances can only ship to the address shown on the DEA certificate. This address is pre-printed on your DEA Form 222.

* DEA Form 222s are issued by the DEA. To order these forms please contact your local DEA office or visit www.deadiversion.usdoj.gov.

Instructions for completing DEA Form 222
Please follow these instructions closely. Per Federal regulations, any form that has been altered or contains errors will be voided and returned to you.

1. To (Name of Supplier) Bound Tree Medical. **Please see map below. Select the Bound Tree address that corresponds with your shipping location. Use this Bound Tree address to complete sections 2 & 3.**
2. Street Name
3. City, State
4. Date - enter date that the Form 222 is completed and mailed.

Since controlled substances are not returnable, please be very specific with the product information.

5. No. of packages - indicate the number of boxes you would like to order.
6. Size of package - indicate the number of units per box

See Reverse of PURCHASER's Copy for Instructions

No order form may be issued for Schedule I and II substance unless completed application form has been received. (21 CRF 1305.04).

OMB APPROVAL NO. 1117-0010

TO: 1)

STREET ADDRESS 2)

CITY and STATE 3)

DATE 4)

TO BE FILLED IN BY SUPPLIER

SUPPLIER DEA REGISTRATION No. 10)

TO BE FILLED IN BY PURCHASER

	No. of Packages	Size of Package	Name of Item	11) National Drug Code	Packaging Shipped 12)	Date Shipped 13)
1	5)	6)	7)			
2						
3						
4						
5						
6						
7						
8						
9						
10						

8) LAST LINE COMPLETED (MUST BE 10 OR LESS) | SIGNATURE OF PURCHASER OR ATTORNEY OR AGENT 9)

Date Issued | DEA Registration No. | Name and Address of Registrant

Schedules

Registered as a | No. of this Order Form

DEA Form -222 (Oct. 1992)

US OFFICIAL ORDER FORMS - SCHEDULES I & II

DRUG ENFORCEMENT ADMINISTRATION

SUPPLIER'S Copy 1

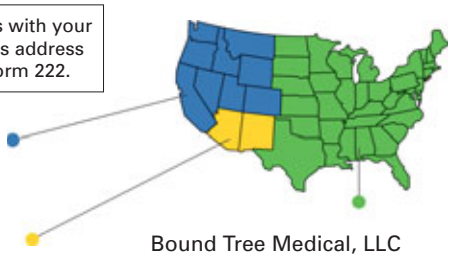
7. Name of item - drug name, concentration and delivery format (amp, carpuject, vial, etc.)
8. Last line completed - indicate the number of lines you used to complete your order (example - if one item ordered, write in the number "1")
9. Signature of Purchaser or Attorney or Agent: This is the person who signs the DEA application and renewals or any individual who has been authorized by a power of attorney. Your Medical Director may or may not be the authorized agent.

Bound Tree Medical will complete sections 10 - 13. Do not write in these sections.

After completing the form, remove the last copy (blue) and retain it for your records. Do not separate the first two copies (brown and green), and do not remove the carbon paper between these two copies. By regulation, we can only accept forms where the brown and green copies are NOT separated and carbons are intact.

Please mail your completed Form 222 to the Bound Tree Medical address you used as the supplier information [see map below to determine servicing Bound Tree Medical Distribution Center]. We recommend sending your 222 form in a way that can be tracked. The Bound Tree Medical Distribution Center shipping these items must have the original Form 222 (brown and green copies) in its possession prior to shipping your order.

Please choose the address that corresponds with your shipping location to complete section 1. This address will also be used when mailing your DEA Form 222.



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Visalia, CA 93291

Bound Tree Medical, LLC
2465 S. Industrial Park Ave., Ste C3
Tempe, AZ 85282

Bound Tree Medical, LLC
481 Airport Industrial Dr., Ste. 101
Southaven, MS 38671

Contact your Customer Service Representative or Account Manager if you need assistance.

Bound Tree Medical, LLC
800-890-3092
www.BoundTreeFed.com

BoundTree medical