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INDUSTRY-WIDE BULLETIN: 22-02

Subject: Operating Procedures for a Medical Cannabis Pharmacy's Verification of a "LMP Recommendation for Medical Cannabis Form" During Phase 1 of Implementation

Dear Medical Cannabis Pharmacies:

This Industry-Wide Bulletin from the Utah Department of Health Center for Medical Cannabis (CMC) establishes operating procedures for a medical cannabis pharmacy's verification of a "Limited Medical Provider Recommendation for Medical Cannabis Form" (Form) during Phase One of implementing 26-61a-106 (1).

A pharmacy agent or a pharmacy medical provider (PMP) employed by a medical cannabis pharmacy may perform a Form verification but only a PMP may make changes or additions to a Form after documenting verbal or written approval of changes or additions that communicated by a limited medical provider (LMP).

During Phase 1 of implementing the LMP recommendation program, a LMP recommendation cannot be entered into the EVS by a PMP without a complete UDOH-approved Form that is hand-delivered, emailed, or faxed to the medical cannabis pharmacy. When verifying the validity of the Form, a medical cannabis pharmacy must follow the following operating procedures:

1. Verify that Form is Complete and Legible. The pharmacy must verify that all information requested in the Form is provided. An incomplete form is not acceptable.
2. Review Form for Evidence of Adulteration. The pharmacy must verify that no information on the Form appears to have been adulterated.
3. Verify DOPL Professional License Number. The pharmacy must verify that the suffix of the DOPL Professional license number matches the provider's DOPL license type. Go to DOPL license verification website here: <https://secure.utah.gov/llv/search/index.html#> to ensure that license number is associated with that specific LMP and that the DOPL license is active. DOPL license numbers have the following suffixes:
 - a. MD (1205)
 - b. DO (1204)
 - c. APRN (8900)
 - d. PA (1206)

e. Podiatrist (0501)

4. Verify DEA Number. The pharmacy must verify that there are 2 letters and 7 numbers in the DEA number (9 total digits).
5. Verify Clinic Name, Email Address, Mailing Address, Telephone Number. The pharmacy must verify that this information appears to be legitimate. If this information appears to not be legitimate, the pharmacy may search for clinic information online and match information provided on the Form with information provided online.
6. Contact the Clinic Directly to Verify the Validity of the Form. The pharmacy must contact the clinic to verify that an LMP at that clinic completed a Form for the patient named in the Form.
 - a. Contact with the clinic may be made by phone, secure fax, or secure email.
 - b. If the pharmacy finds that the Form fails any one of items 1-5, a PMP (not a pharmacy agent) must make the contact and collect any missing or incorrect information.
 - c. If a pharmacy is unable to make verbal or written contact with the clinic, the Form cannot be accepted. In such cases, a pharmacy must continue to contact the clinic.
7. Record Result of Verification with the Clinic. The pharmacy must maintain a record of the pharmacy employee having received or not received verification of a valid Form from the clinic.
 - a. For hand-delivered and electronically delivered Forms, verification may be recorded in the “Medical Cannabis Pharmacy Use Only” at the bottom of the Form or recorded in the EVS patient profile.
 - b. If a PMP corrected or added information on the Form upon order of the LMP, a note documenting the change must be recorded.
 - c. The verification record will be audited by the UDOH.
8. Handling of Incomplete Forms. A Form may remain incomplete for an indefinite period until the required verification is complete. Any missing information must be collected and incorrect information must be corrected after a PMP’s verbal or written contact with an LMP.
9. Fraudulent Forms. A medical cannabis pharmacy must notify the UDOH in writing at cannabiscompliance@utah.gov within 24 hours of first receipt of a fraudulent Form. In such cases the UDOH will investigate the incident and take appropriate action.

Please direct any questions to cannabiscompliance@utah.gov.

This industry-wide bulletin does not constitute legal advice. Individuals and entities are encouraged to seek legal counsel to ensure their actions comply with all applicable statutes and rules.