



## New Mexico Regulation and Licensing Department Board of Pharmacy

5500 San Antonio Drive NE Suite C • Albuquerque, New Mexico 87109  
(505) 222-9830 • Fax (505) 222-9845 • (800) 565-9102

<https://www.rld.nm.gov/boards-and-commissions/individual-boards-and-commissions/pharmacy/>

### **KEEP FOR YOUR FUTURE REFERENCE-DO NOT MAIL BACK TO US**

#### **IMPORTANT INFORMATION REGARDING YOUR CONTROLLED SUBSTANCE REGISTRATION AND PRESCRIBING CONTROLLED SUBSTANCES**

##### **1. Online License Renewal:**

This form is for INITIAL APPLICATIONS only. To renew an existing license, please visit the Online Licensing Portal at <https://nmrldpi.force.com/bcd/s>.

For more information, see the [Online License Renewal](#) page on the Board of Pharmacy website.

##### **2. The New Mexico Prescription Monitoring Program (PMP).**

- a. After obtaining your controlled substance registration and Federal DEA registration, you must register for a PMP account. Please visit <https://www.nmpmp.info/account-and-registration/register-as-a-new-user/> for detailed registration steps.
- b. Controlled Substance registration **renewals** will not be issued until the practitioner's PMP registration is verified as being current, **unless you are a veterinarian**.
- c. If you *dispense* controlled substances directly to your patients (in quantities greater than twelve (12) dosage units or seventy-two (72) hours' worth), that dispensing must be reported electronically to the PMP. Please visit <http://nmpmp.info> and click on "Register as a New Dispenser" for information on reporting to the PMP. Issuing a prescription to be filled at a pharmacy is not dispensing. Please visit <http://nmpmp.info> for information on reporting to the PMP.

**For questions about registration or utilization of the PMP, please visit the PMP website (<http://nmpmp.info>).**

##### **3. Electronic Prescribing of Controlled Substances (EPCS)**

Effective April 1, 2021, pursuant to [16.19.20.42 NMAC](#), all controlled substance prescriptions in New Mexico must be electronically prescribed, unless an exception applies:

- (a) for patients residing in an intermediate care, skilled nursing or correctional facility;
- (b) for patients enrolled in hospice;
- (c) for an animal by a licensed veterinarian;
- (d) a prescription dispensed by a federal facility not subject to state regulation (e.g. department of veteran affairs, indian health services, military bases);
- (e) a prescription requiring information that makes electronic transmission impractical, such as complicated or lengthy directions for use or attachments; or new medications not yet in electronic system;
- (f) for compounded prescriptions;
- (g) for prescriptions issued during a temporary technical or electronic failure at the practitioner's or pharmacy's location;
- (h) for prescriptions issued in an emergency pursuant to federal law and rules of the board;
- (i) for prescriptions issued in response to a public health emergency where a non-patient specific prescription would be permitted;
- (j) under extenuating circumstance, not inconsistent with federal law and where the practitioner communicates directly with the pharmacist. The pharmacist, using professional judgment, may accept the non-EPCS and is responsible for ensuring documentation of the circumstance in the prescription record; and that the prescription is otherwise in compliance with state and federal law and rules.

Additional information about the [EPCS requirement](#) is available on the Board's website ("FAQs" tab, General Information section, "Electronic Prescribing of Controlled Substances" link). For questions not addressed in the document, please e-mail [pmp.info@rld.nm.gov](mailto:pmp.info@rld.nm.gov)

##### **4. New telephone prescription for an opioid (e.g. when an exception applies as in 16.19.20.42 NMAC, above):**

A new telephone prescription for any schedule III, IV, or V opiate shall not exceed a ten-day supply, based on the directions for use, and cannot be refilled.

- a. Pharmacists cannot dispense more than a ten-day supply of any new prescription for an opiate drug telephoned into the pharmacy.
- b. This restriction does not apply to faxed prescriptions, written prescriptions, or electronically transmitted prescriptions complying with DEA rules.
- c. This does not apply to telephone authorization for refill of a previously dispensed written, faxed or e-prescribed prescription.

##### **5. Pharmacists cannot refill a schedule III, IV or V prescription before 75% of the drug is used, based on the directions for use, without authorization of the prescriber.**

##### **6. PMP Utilization Requirements:** Each prescribing health care practitioner licensing board has promulgated PMP utilization requirements. Please review your licensing board's rules for requirements based on your professional license type.



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Practitioner's Controlled Substance Registration Application

- INSTRUCTIONS: (1.) Application - NO photocopies and must be filled out in its entirety for acceptance
(2.) Fee - Look for fee schedule at the bottom of this form and should NEVER be more than \$75
(3.) Copy of NM professional license - MUST be mailed with application to avoid delays
Please DON'T staple or tape the documents and make sure you are mailing the ORIGINAL application.

Processing time is 5 to 10 business days once it is received in our office.

Applicant name (Please print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Gender:  M  F

Form with fields for Home Address, Mailing address, Work Name & Address, City, State & Zip, Home Telephone #, Cellphone #, Work Telephone #, and Email address.

Schedule of Drugs (mark all needed):  2  2N  3  3N  4  5

New Mexico Professional Board (mark the correct board): Temporary professional licenses will NOT be accepted!!!

Dental  Medical  Nursing  Optometry  Podiatry  Midwifery  Chiropractic  Veterinary Other: \_\_\_\_\_

New Mexico Professional License # \_\_\_\_\_ Current Expiration Date \_\_\_\_\_

\*\*\*A copy of this professional license MUST be mailed with this application for issuance of controlled substance license, no exceptions\*\*\*

I have not been arrested, investigated for, charged with, convicted of, sentenced, entered a plea of nolo contendere, or entered into any other legal agreements for any criminal offense in any state, territory or possession of the United States or by the federal government. \*

Signature \_\_\_\_\_

I have not had any disciplinary actions, or have any pending actions against me, or to my knowledge been investigated by any professional licensing authority. \*

Signature \_\_\_\_\_

\*Please explain any failure to sign the statements above. Explain the circumstances, include a copy of the judgment, and attach to this application.

I hereby certify that the information given in this application is true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

FEE SCHEDULE FOR NEW REGISTRANTS ONLY

The chart shows when your controlled substance number will expire. New Mexico charges \$5.00 per month for this registration since the first year is prorated. The first letter of your last name determines the month in which your license number will expire; please submit only the amount of money required from the month you will mail the application through the month that appears below next to the first letter of your last name. \*If the amount is \$15 or less please also include an additional \$60 to cover the prorated year and the full year. NOT OVER \$75

\*Mail check or money order payable to New Mexico Board of Pharmacy to the address above.

Table with 4 columns: January - M, April - Q, R, July - B, October - H, N; February - S, May - U, V, W, X, Y, Z, August - C, E, November - I, T; March - L, P, June - A, D, September - F, G, December - J, K, O