

# Drugs of Dependence Unit

# Monthly Monitored Drug Report Instructions

Instructions for Prescribers, Pharmacists and Sellers and Suppliers

## Prescribers and Pharmacists

Note: If your clinical software is integrated with the National Data Exchange (NDE) you do not need to submit a Monitored Drug (MD) report as detailed below, contact your clinical software provider for more details.

To manually report:

1. Generate your monthly report through your software prescribing or dispensing system (contact your software provider for instructions).
2. Ensure the report is dated from the 1st to the last day of the month.
3. To send, open your default mail program and attach your electronic MD report.  
Make sure you attach the MD report before sending
4. Email your monthly Monitored Drug (MD) report to: [Health.DDReturn@sa.gov.au](mailto:Health.DDReturn@sa.gov.au)
5. All reports must be received by the 7th day of the month for the previous month (i.e Send the report for 1 – 30 November before 7 December).

Complete and accurate records<sup>1</sup> must be made in your prescribing or dispensing software for all Monitored Drugs<sup>2</sup>.

- Patient
  - Full name and address
  - Date of Birth

Any identifiers (eg AFHA for a nursing home) must be entered in the address field.

- Drug
  - Name/unique identifier, dose form, strength, frequency of administration, quantity and if relevant the route of administration
  - Total amount to be supplied each time the drug is dispensed and the total number of times the drug may be dispensed
  - When dispensing the directions for safe and proper use of the drug
- Prescriber number, full name, practice address and business telephone number

If you can't decipher the details, contact the practice/hospital to confirm.

- Name of the pharmacist or medical practitioner dispensing the prescription
- Date when the prescription was written and/or dispensed.

### Medication Assisted Treatment for Opioid Dependence (MATOD)

- MATOD prescription and dispensing records must be included in your MD Report.

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<sup>1</sup> Controlled Substances (Poisons) Regulations 2011: regulation 33 (5) and 34 (1) (for prescribers) and regulation 35(2) (for pharmacists)

<sup>2</sup> Controlled Substances (Poisons) Regulations 2011

If your MATOD dispensing software isn't integrated with your normal dispensing software, enter the prescription details ONCE per month that the prescription is valid. Include the current dose / take-aways in the instruction field.

For Prescribers only:

Handwritten prescription records do not need to be provided.

For Pharmacists only:

If you have not dispensed any S8 drugs for the month OR the pharmacy has had a change of approval number – return a completed Notification of Nil Supplies or change of approval form to [Health.DDRReturn@sa.gov.au](mailto:Health.DDRReturn@sa.gov.au).

## **Sellers and Suppliers**

Sellers and Suppliers must report the following for Schedule 8 drugs<sup>3</sup>.

- Seller / Supplier name and business address
- Name and address of the person to whom the drug was sold or supplied
- Date the drug was sold or supplied
- Drug
  - Trade / approved name, or the active ingredients of the drug
  - Total amount, and if applicable the strength of the drug
- If available, the invoice number for the sale or supply of the drug

This document provides a summary of the information about Monitored Drugs that must be reported to the regulator. Additional information may need to be recorded but not reported.

Records must be retained for a period of 2 years and be kept readily available for inspection or provided to an authorised officer on request.

All prescribers and pharmacists are expected to be familiar, and comply with all obligations under the [Controlled Substances legislation](#).

All monthly reporting enquiries should be directed to: [Health.DDRReturn@sa.gov.au](mailto:Health.DDRReturn@sa.gov.au)

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## For more information

**Drugs of Dependence Unit**  
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**Rundle Mall**  
**SA 5000**  
**Telephone: 1300 652 584**  
[www.sahealth.sa.gov.au](http://www.sahealth.sa.gov.au)



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<sup>3</sup> Controlled Substances (Poisons) Regulations 2011: regulation 40 (1))