POLICY: DEA Policy

PURPOSE: To provide a policy and procedure for assistance with requirements for DEA fees for housestaff in the UCSF Fresno MEP.

Drug Enforcement Administration Registration (DEA)
All housestaff are expected to apply and obtain a DEA certification upon receiving their license.

How To Apply For Or Renew Your DEA On-Line
Visit the DEA website http://www.deadiversion.usdoj.gov and follow instructions to apply for DEA registration on-line (DEA-224).

As a UCSF Fresno employee, you are eligible for a fee exemption for your DEA registration. Please note, an exempt fee DEA is only valid at the exempting institution and any affiliate hospital rotations within the scope of your training. An exempt fee DEA is not valid for external moonlighting purposes. The exempt fee DEA can be used when moonlighting internally at the training site.

To receive the fee exemption complete the DEA application on-line using the institution address as follows:

UCSF Fresno
Department of ________________
155 N Fresno St.
Fresno, CA 93701
Department Phone: ___________
Department Fax: _____________

The Certification for Fee Exemption box must be checked in order to receive the fee exemption with the following information:

Certifying Official - Program Director (List the training program’s Program Director).

When you receive your DEA certificate, please provide a copy to the GME Office and to your residency program office.

How to Change Your Exempting Institution
If you are joining a Residency/Fellowship Program at UCSF Fresno after obtaining a fee exempted DEA# at another facility, you will need to update the DEA with a new address and exempting institution. Follow these steps:

1. Complete the DEA’s online “Registration Change Requests” using the UCSF Fresno address as written above. Requests are made online at: http://www.deadiversion.usdoj.gov/online_forms_apps.html.
   a. NOTE: Address change requires approved state license for the new address first, so this request should be done after receipt of a California medical license.
   b. Requests should be made after leaving current training program (if outside of California).

2. Notify your UCSF Fresno program coordinator about the transfer. The program coordinator will forward your name to the GME office once you start (July/August). The GME office will provide a list of transfers to the DEA, with a letter from the UCSF Fresno certifying official.

How to Change From a Fee Exempt to a Paid Status DEA
An exempt fee DEA is only valid at the exempting institution and any affiliate hospital rotations within the scope of training. If Housestaff decides to moonlight he/she needs to obtain a paid status DEA.

There are two ways to change the designation on the DEA registration certificate:

1. Complete the DEA’s online “Registration Change Requests” to indicate “fee paid.” Requests are made online at: [http://www.deadiversion.usdoj.gov/online_forms_apps.html](http://www.deadiversion.usdoj.gov/online_forms_apps.html). The DEA number and expiration date remain the same.
   a. The DEA will send out a request for payment ($731 as of 5/1/16).

2. Submit a new application online at [http://www.deadiversion.usdoj.gov/online_forms_apps.html](http://www.deadiversion.usdoj.gov/online_forms_apps.html) and, if approved, will result in the issuance of a new DEA registration certificate marked “fee paid” and bearing a new DEA number and expiration date (initially 28-39 months).

**Controlled Substance Prescription Pads**

Please contact your residency program coordinator to discuss the process for securing controlled substance prescription pads

*(Original signed Policy is available in the UCSF Fresno Graduate Medical Education Office)*

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