BoundTree Medical is pleased to now offer two ordering options for Schedule II controlled substances. In addition to the traditional paper DEA Form 222, BoundTree now offers CSOS (Controlled Substance Ordering System), a convenient, easy to use DEA approved online system. Each time a Schedule II controlled substance is ordered, a 222 form must be submitted or an online order is required through the CSOS system. Schedule III, IV and V controlled substances (Ativan, Valium, Versed, etc.) may be ordered via phone, fax or mail.

Before BoundTree Medical can process your order, we must receive a License Authorization form and current license/certificate.

For those interested in ordering via our CSOS program, please see the next page for instruction on how to get started. For those utilizing paper DEA Forms 222, please refer to the following instructions for completing those forms.

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 BoundTree 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) BoundTree Medical. Please see map below. Select the BoundTree address that corresponds with your shipping location. Use this BoundTree 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.
7. Name of item - drug name, concentration and delivery format (amp, carpuject, vial, etc.).

Please see our Controlled Substance listing to obtain size of package and full descriptions.

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.

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

For the most current Controlled Substance Ordering Guidelines, please visit http://www.boundtree.com/forms.aspx