1. Frequently used non-controlled prescription drugs. The prescription shall be printed in a seven point font or greater. The prescription may be pre-printed with several non-controlled drugs, delineated by check-off boxes, provided that separate directions for use, substitution, and refill instructions shall be clearly delineated for each drug prescribed;

2. A drug identifier bar code placed in the medication prescribing area, provided that the bar code shall not conceal any information contained in the medication prescribing area;

3. On the reverse side of the NJPB, any alternative practice address requested by the prescriber, with a check-off box to indicate the practice site at which the medication was prescribed. Vendors may utilize up to one half of the back of the NJPB to pre-print addresses, provided that at least three quarters of one inch remains at the top of the reverse side of the NJPB to permit the fastening of NJPB into pharmacy prescription binders;

4. The statement "NOT VALID FOR CONTROLLED SUBSTANCES" on the face of the NJPB in black ink; and

5. DEA numbers.

(r) In addition to the pre-printed requests set forth in (q) above, NJPBs may be printed to include the following special order requests in black ink only:

1. In the titlehead portion of the NJPB, the individual prescriber CDS or DEA numbers, Medicare Provider Numbers; Specialty Practice License numbers; fax numbers and/or more than one telephone number;

2. Special print, logotype lettering to designate the name of the healthcare facility or group practice on the first line of the NJPB titlehead; and

3. On the reverse side of the NJPB, a financial interest disclosure statement for licensees of the State Board of Medical Examiners, pursuant to N.J.A.C. 13:35-6.17.

(s) Any request for a pre-printed or special order NJPB not included in (q) or (r) above shall be approved by the Division before the NJPBs are produced.

(t) Vendors shall not produce NJPBs that contain logos, symbols, icons or graphics, or that contain ink that is of a different color than the colors specified in this section, or that contain pre-printed physician initials in the "Do Not Substitute" or "Substitution Permissible" portion of any NJPB.

(u) NJPBs shall be produced in prescription pads of 50 or 100 NJPBs per pad with chipboard backers.

Amended by R.2010 d.043, effective February 16, 2010.
See: 41 N.J.R. 2624(a), 42 N.J.R. 592(a).
Rewrote the introductory paragraph of (e); added (e)1 through (e)6; in (k)4, inserted "and" at the end; in (k)5, substituted a period for "; and" at the end; and deleted (k)6.

Amended by R.2014 d.033, effective February 18, 2014.
See: 44 N.J.R. 2453(a), 46 N.J.R. 391(a).
Rewrote the section.

13:45A-27.9 Vendor requirements

(a) A vendor may produce NJPB pads for a licensed prescriber or licensed healthcare facility consistent with the requirements of N.J.A.C. 13:45A-27.8, provided that:

1. The request for NJPBs is in writing and contains the original signature of the licensed prescriber; and

2. The vendor verifies that the prescriber's license is active and in good standing and the address of record in the Division's database or in notices sent to the vendors. The Division database shall be updated and provided to all authorized vendors on a quarterly basis.

(b) A vendor may produce NJPB pads for a group practice with the name and license number of more than one licensed prescriber, consistent with the requirements of N.J.A.C. 13:45A-27.8, provided that:

1. The request for NJPBs is in writing and contains the original signatures of all the licensed prescribers listed on the NJPB; and

2. The written request designates one licensed prescriber for receipt of the NJPB shipment.

(c) Vendors shall ensure the identity and authority of the prescriber or healthcare facility to utilize NJPBs prior to printing or delivering any order for NJPBs.

(d) Vendors shall deliver NJPBs within 14 days of receipt of an initial order, or seven days for a reorder, in sealed packets in minimum quantities of 500. Such deliveries shall be made to the address of record on file with a Division via a secure delivery service which is capable of tracking the shipment. Delivery of healthcare facility NJPBs shall be made only to the healthcare facility official designated as the responsible party when the order was placed, and only to the healthcare facility address. If a discrepancy exists between the order delivery information and the address which appears on file with the Division, the vendor shall verify the prescriber address information with the prescriber's licensing board. If a vendor is unable to deliver the NJPBs within the time specified above, the vendor shall immediately notify the licensed prescriber or the healthcare facility of the delay in the processing of the order.

(e) A licensed prescriber may pick up NJPBs at a vendor's place of business provided that:

1. The licensed prescriber provides documentation verifying his or her identity and licensure;

2. The vendor verifies the licensed prescriber's signature; and

3. The vendor remains responsible for the security of the NJPBs delivered in this manner.

(f) Vendors shall be capable of producing seven versions of NJPBs, each in the following forms:

1. A single non-erasable and non-reproducible NJPB form; and

2. A two-part carbonless NJPB form;

i. The top copy shall comply with the requirements of N.J.A.C. 13:45A-27.8;

ii. The second copy shall be yellow and may contain the prescriber information required pursuant to N.J.A.C. 13:45A-27.8;

3. Micro-perforated four inches by five and one half inches computer ready NJPBs imprinted with all the prescriber information required pursuant to N.J.A.C. 13:45A-27.8, which are capable of being computer printed from a laser printer; and

4. Micro-perforated four inches by five and one half inches continuous pin-fed NJPBs imprinted with all the prescriber information required pursuant to N.J.A.C. 13:45A-27.8, which are capable of being computer printed through the use of dot-matrix or ink-jet printers.

(g) Vendors shall assign and maintain a unique NJPB 15-digit identifier for each order of NJPBs from a licensed prescriber or licensed healthcare facility. Re-orders of NJPBs shall contain a unique identifier sequentially greater than the unique identifier assigned to any previous order. The 15-digit unique identifier shall consist of:

1. A two-digit alphabetic prefix assigned by the Division, which represents the identity of the vendor;

2. A six-digit order number, of which three digits represent the vendor's prescriber identifier, and four digits that represent the month and year of the printing order; and

3. A six-digit sequential serial number, beginning with the number 1 and ending with 999,999. A zero shall be used as a placeholder for any unused digits to the left in the sequential serial number.

(h) Vendors shall maintain an on-site computerized database, which shall:

1. Include for each order the following data fields for each licensed prescriber and healthcare facility:

i. Name;

ii. Name of the organization;

iii. Name of the person designated to receive shipment;

iv. Address;

v. License number;

vi. 15-digit unique identifier;

vii. National Provider Identifier (NPI) number, if the licensed prescriber or healthcare facility has obtained an NPI number;

viii. Quantity ordered;

ix. Date ordered; and

x. Date shipped and delivery service utilized; and

2. Be made available upon request by the Division on an ASCI format digital file.

Amended by R.2010 d.043, effective February 16, 2010.
See: 41 N.J.R. 2624(a), 42 N.J.R. 592(a).
In (f)1, inserted "and non-reproducible"; in the introductory paragraph of (h), inserted a comma following "database"; added new (h)1vii; and recodified former (h)1vii through (h)1ix as (h)1viii through (h)1x.
Amended by R.2014 d.033, effective February 18, 2014.
See: 44 N.J.R. 2453(a), 46 N.J.R. 391(a).
In the introductory paragraph of (f), inserted "seven versions of" and ", each"; rewrote (g); in the introductory paragraph of (h)1, inserted "for each order"; and rewrote (h)1vi.

13:45A-27.10 Vendor security requirements

(a) Vendors shall maintain secure production, storage, and distribution facilities. Security provisions shall include, at a minimum, the following:

1. All NJPBs are to be produced under tight security, in secure plants with access limited to authorized personnel. Any unfinished work related to the production of the NJPBs shall be stored under secure, controlled conditions.

2. NJPBs and materials used to produce NJPBs, including all disks, plates, negatives, and inventory goods, shall be stored at the vendor production site in a secure manner which protects against theft or loss;

3. Vendors shall not subcontract or assign any portion of the production of NJPBs without the prior approval of the Division;

4. If an applicant intends to subcontract any portion of NJPBs, the applicant shall provide the subcontractor company name, address, telephone number, ownership, and equipment list as part of the vendor's NJPB program application to the Division;

5. The subcontractor shall provide to the Division details regarding its production of any portion of the NJPBs and the security which will be provided. The vendor and the subcontractor shall sign and submit a completed form supplied by the Division which states that the parties understand and agree to the contract specifications and the regulations of this subchapter.

6. Vendors shall not add, transfer or discontinue the services of a subcontractor without prior approval by the Division. Vendors shall notify the Division of such changes in writing by mail, return receipt requested. Within 14 days of the discontinuance of the services of a subcontractor, an approved vendor shall retrieve all NJPB