

PHARMACY CLOSING PROCEDURES CHECKLIST*

PHARMACY NAME	
ADDRESS	
CITY/ZIP	
PHARMACY LICENSE NO.	
CSA REGISTRATION NO.	
DEA REGISTRATION NO.	
PHARMACIST IN CHARGE	
CLOSING/SALE DATE	

Notify IBOP at least 30 days prior to close/sale of the pharmacy, including: **Date Completed**

The closing pharmacy name, address, license number, anticipated sale/closing date	
The DEA number of the closing pharmacy	
The Iowa Controlled Substance Act registration number (CSA) of the closing pharmacy	
The name and address, license number, DEA number, and Iowa CSA number of the pharmacy or pharmacies to which prescription drugs, prescription files, patient profiles, and controlled substance receipt and disbursement records will be transferred and maintained	

Notify DEA pursuant to federal regulations. **Date Completed**

Refer to the St. Louis, MO, DEA website for notification procedures and cancellation of 222 Forms and CSOS authorizations: http://www.deadiversion.usdoj.gov/offices_n_dirs/fielddiv/stlouis.htm	
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Notify all patients by direct mail or personal delivery (to each patient with records of prescriptions filled by the closing/sold pharmacy within the past 18 months) at least 30 days prior to the pharmacy closing date and post a clearly visible public notice within the same period. The closing pharmacy's notice to the pharmacy's patients shall include the following: **Date Completed**

The anticipated closing date of the closing/sale of the pharmacy	
The identity of the pharmacy receiving the patient prescriptions and records	
Advise patients they should contact the pharmacy prior to closing with any questions about their prescriptions and records.	
Notify patients that, following the pharmacy closing, patients should contact the pharmacy to which prescriptions and records have been transferred with any questions or refill requests.	

Notify PIC of the closing/sold pharmacy at least 40 days in advance of the closing/sale date and notify PIC of the purchasing pharmacy at least 30 days in advance of the closing/sale date. **Date Completed**

Notification to PIC - closing pharmacy	
Notification to PIC - purchasing pharmacy	

Inventory requirements for closing or sold pharmacy to be completed at the close of business, including transfer, destruction, and disposal of prescription drugs: **Date Completed**

Take complete inventory of all prescription drugs according to 8.35(7)(f) and 10.19	
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Return of certificates/forms to respective agencies and removal of signage: **Date Completed**

Return of license to IBOP	
Return of Iowa CSA registration certificate to IBOP	
Remove or cover signs identifying closed location as a pharmacy	
Return of DEA registration certificate and all unused DEA Forms 222 to the DEA	
Cancellation of closed pharmacy's DEA CSOS authorizations	

* This checklist is intended to assist pharmacies with closing procedures and timelines but is not intended to be a complete listing of the requirements or procedures for closing or selling a pharmacy. Please refer to the complete rule at <https://www.legis.iowa.gov/docs/iac/rule/01-30-2019.657.8.35.pdf>.