

Hospital Application Information and Instructions

In order for a Massachusetts Controlled Substances Registration (MCSR) to be issued your health care facility (hospital, hospital satellite, clinic, HMO) must first be licensed by the Department of Public Health, Bureau of Health Care Safety and Quality (BHCSQ). If you have questions about BHCSQ licensure requirements, please contact the Bureau directly at 617-753-8000.

- All new MCSR applications (new facility, new location, ownership change, facility name change) must be accompanied by evidence of your BHCSQ licensure. Applications that are incomplete cannot be processed and will be returned. If you have questions about this requirement, please contact the Drug Control Program (DCP) at 617-973-0949.
- Please note that the registrant is the name of the facility, not the name of the individual who signs the application. The application must be signed by an administrator or pharmacist. Unless requested otherwise, the registration will be mailed to this person's attention.
- For state facilities whose pharmacies have been privatized, the application must be signed by the hospital or clinic administrator, not by the pharmacist.
- Please note that MCSRs are not transferable. If there is a change of ownership, name or address, the DCP must be informed in writing thirty days in advance of the change. A new application must be filed (with fee payment and BHCSQ licensure), and a site inspection may be conducted prior to license issue.
- If you are completing a renewal application, please note carefully the information which appears on the name and address label. Please be sure that the application information is consistent with this label, unless there has been a change of ownership, name or address.
- If the facility is under construction or not yet complete and is not ready for inspection at the time of application, please indicate this on the application.