



The Commonwealth of Massachusetts  
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**Board of Registration in Pharmacy**

**Reporting Requirement Overview**

This document outlines the most common reporting requirements and the method by which to report. Other requirements can be found in 247 CMR 20.00 *Reporting* and 247 CMR 21.00 *Registration of Outsourcing Facilities*.

Reporting Requirement	<a href="#">247 CMR</a>	Timeframe for Reporting	Reporting Method
<b>Serious Adverse Events</b>			
Dispensing errors resulting in serious injury or death	20.02(1) 20.07(3)	7 business days from date of discovery	<a href="https://healthprofessionlicensing.mass.gov/public-incident-reports">https://healthprofessionlicensing.mass.gov/public-incident-reports</a>
Any serious adverse drug event resulting from a compounded medication	20.02(2) 20.06(3)	7 business days from date of discovery	<a href="https://healthprofessionlicensing.mass.gov/public-incident-reports">https://healthprofessionlicensing.mass.gov/public-incident-reports</a>
<b>Change of Manager of Record (MOR) or Designated Pharmacist in Charge (PIC)</b>			
Pharmacy must notify if MOR or PIC resigns, is terminated, or changes	20.05(1) 20.05(2)	14 calendar days	<a href="https://healthprofessionlicensing.mass.gov/login-register">https://healthprofessionlicensing.mass.gov/login-register</a>
<u>MA-located pharmacy only:</u> Manager of Record must also personally report when resigns, is terminated, or leaves an MOR position	20.05(3)	14 calendar days	<i>Email:</i> <a href="mailto:Pharmacy.Licensing@mass.gov">Pharmacy.Licensing@mass.gov</a>

<b>Individual Licensees</b> <i>**There is no requirement to report employment changes.</i>			
Name, mailing address, phone number, email address changes	20.03(1) 20.03(2)	14 calendar days	<a href="https://healthprofessionlicensing.mass.gov/login-register">https://healthprofessionlicensing.mass.gov/login-register</a>
Arrests, pending criminal charges or convictions	20.03(3)	14 calendar days	<a href="#">Mandatory Disclosure Form</a>
Any disciplinary action or loss of certification, including continuing education (CE) deficiencies	20.03(4)	14 calendar days	<a href="#">Mandatory Disclosure Form</a>
<b>Business Licensees/Registrants</b>			
Prescription Monitoring Program (PMP)	<a href="#">105 CMR 700.012</a>	within 24 hours or next business day	<a href="https://www.mass.gov/info-details/pharmacy-reporting-and-data-submission">https://www.mass.gov/info-details/pharmacy-reporting-and-data-submission</a>
Any disciplinary action or loss of certification	20.03(4)	14 calendar days	<a href="#">Mandatory Disclosure Form</a>
Adverse change in status of pharmacy accreditation status	20.03(5)	14 calendar days	<a href="#">Mandatory Disclosure Form</a>
Any inspection reports, investigation reports, or warning letters received from local, state, or federal agency (e.g., FDA, DEA, etc.)	20.03(6)	within 14 calendar days of receipt	<a href="#">Mandatory Disclosure Form</a>
Change in corporate officers, management personnel	20.06(6)(e) 20.07(2)	30 calendar days	<i>Email:</i> <a href="mailto:Pharmacy.Licensing@mass.gov">Pharmacy.Licensing@mass.gov</a>
DBA or name change	6.12	14 calendar days	<a href="https://healthprofessionlicensing.mass.gov/login-register">https://healthprofessionlicensing.mass.gov/login-register</a>
Ownership Changes defined as:	6.11	at least 14 days prior	<i>Outgoing licensee: use closing notice amendment application</i>

<p>- change in any direct owner(s) or parent company owner(s) of the current licensee; or</p> <p>- change in the IRS-issued FEIN number</p> <p>*Changes not meeting these criteria need not be reported.</p>			<p><a href="https://healthprofessionlicensing.mass.gov/login-register">https://healthprofessionlicensing.mass.gov/login-register</a></p> <p><i>Proposed new licensee: apply for a new pharmacy license</i></p> <p><a href="https://www.mass.gov/doc/pharmacy-application-checklist-pdf/download">https://www.mass.gov/doc/pharmacy-application-checklist-pdf/download</a></p>
<p><u>Non-resident pharmacy only:</u></p> <p>List of drugs dispensed into MA from October 1st through September 30th of the past year; or</p> <p>from October 1st of the past year to the date of any transfer of ownership, change in corporate officers, management personnel, or designated PIC</p>	20.07	<p>annually and within 30 days after any transfer of ownership, change in corporate officers, management personnel, or designated PIC</p>	<p>Use "List of Drugs Dispensed into Massachusetts" amendment application:</p> <p><a href="https://healthprofessionlicensing.mass.gov/login-register">https://healthprofessionlicensing.mass.gov/login-register</a></p>
<p><u>MA-located pharmacy only:</u></p> <p>Controlled Substance losses</p>	20.03(7) 7.04(2)(g)	7 calendar days	<p><a href="https://healthprofessionlicensing.mass.gov/public-incident-reports">https://healthprofessionlicensing.mass.gov/public-incident-reports</a></p>
<p><b>Compounding Pharmacies</b></p>			
<p>List and volume of sterile and/or complex non-sterile prescriptions dispensed into, within, and from MA from October 1st through September 30th of the past year</p> <p>-consolidate compounds under the same name and route of administration/dosage form</p>	20.06(1)	<p>annually - embedded in renewal application</p>	<p><a href="https://healthprofessionlicensing.mass.gov/login-register">https://healthprofessionlicensing.mass.gov/login-register</a></p>

<p>regardless of concentration/strength (e.g., ceftriaxone IV; TPN with lipids IV; progesterone suppositories; cyclobenzaprine gel; etc.)</p> <p><u>MA-located pharmacy only:</u> states/jurisdictions to which any sterile and/or complex non-sterile prescriptions were dispensed and the status of any non-resident licenses issued by those states/jurisdictions</p>			
<p>Defective sterile and complex non-sterile compounded preparations dispensed into, within, or from MA</p>	<p>20.06(2) 20.06(3)</p>	<p>7 calendar days from date of discovery</p>	<p><a href="https://healthprofessionlicensing.mass.gov/public-incident-reports">https://healthprofessionlicensing.mass.gov/public-incident-reports</a></p>
<p>All sterile compounding pharmacies, including institutional and non-resident must report action level environmental monitoring results</p>	<p>20.06(4)</p>	<p>1 business day of receipt of the microbiology report</p>	<p><a href="https://healthprofessionlicensing.mass.gov/public-incident-reports">https://healthprofessionlicensing.mass.gov/public-incident-reports</a></p>
<p>All sterile compounding pharmacies, including institutional and non-resident must report any failed certification of primary or secondary engineering controls</p>	<p>20.06(5)</p>	<p>7 business days</p>	<p><a href="https://healthprofessionlicensing.mass.gov/public-incident-reports">https://healthprofessionlicensing.mass.gov/public-incident-reports</a></p>