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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	247 CMR	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="#">Serious Adverse Drug Event form</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="#">Serious Adverse Drug Event form</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> Pharmacist Manager of Record must also personally report when resigns, is terminated, or leaves an MOR position	20.05(3)	14 calendar days	Email: <a href="mailto:Pharmacy.Admin@mass.gov">Pharmacy.Admin@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 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, etc.)	20.03(6)	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	Email: <a href="mailto:Pharmacy.Admin@mass.gov">Pharmacy.Admin@mass.gov</a>
<u>MA-located pharmacy only:</u> Controlled Substance losses	20.03(7) 7.04(2)(g)	7 calendar days	<a href="#">Report of Loss of Controlled Substances form</a>
<b>Compounding Pharmacies</b>			
List and volume of sterile and complex non-sterile prescriptions dispensed into, within, and from MA  <u>MA-located pharmacy only:</u> the states to which any sterile and complex non-sterile prescriptions were dispensed and the status of any non-resident licenses issued by other states	20.06(1)	Annually with renewal	<a href="https://healthprofessionlicensing.mass.gov/login-register">https://healthprofessionlicensing.mass.gov/login-register</a>
Defective sterile and complex non-sterile compounded preparations dispensed into, within, or from MA	20.06(2) 20.06(3)	7 calendar days from date of discovery	<a href="#">Defective Drug Preparation form</a>

All sterile compounding pharmacies, including institutional and non-resident must report action level environmental monitoring results	20.06(4)	1 business day of receipt of the microbiology report	<a href="#"><i>Action Level Environmental Monitoring Results form</i></a>
All sterile compounding pharmacies, including institutional and non-resident must report any failed certification of primary or secondary engineering controls	20.06(5)	7 business days	<a href="#"><i>Failed Certification form</i></a>