



## Arizona Board of Osteopathic Examiners In Medicine and Surgery

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# Frequently Asked Questions: Dispensing Physician Registration in Arizona

## 1. When do I need a Dispensing Physician Registration?

Arizona law (A.R.S. §32-1871) requires that you register with the Board if you dispense prescription-only drugs or devices (excluding samples) to your patients from your office, clinic, or practice location. This law applies only to doctors practicing in Arizona, not to doctors practicing out of state. It does not apply to doctors who may work in large HMO practices or buildings that also have a pharmacy on-site, as long as that pharmacy has a licensed pharmacist and is under the jurisdiction of the Arizona Pharmacy Board.

## 2. Do I need a Dispensing Physician Registration if all I do is give samples and write prescriptions that my patients fill at a pharmacy elsewhere?

“Dispense” means a doctor 1) maintains a supply of prescription-only drugs, medications, or devices (excluding manufacturer’s samples), 2) prescribes those for his or her patients, AND 3) sells them to the patient at his or her office, clinic, or practice location in Arizona (or bills a third-party payer for them). If your practice is a non-profit corporation registered with the Arizona Corporation Commission and you do not sell the drugs, medications, or devices to your patients, the registration fee is waived.

## 3. How do I obtain a Dispensing Physician Registration?

Form and instructions are available at [www.azdo.gov](http://www.azdo.gov) > For DOs > Dispensing Registration > Initial Dispensing Physician Registration Form. Use the Initial form if you have never registered as a dispensing physician before, or if you had one before but allowed it to expire. The Renewal dispensing registration form is only available on the website from around November 1<sup>st</sup> to December 31<sup>st</sup> and should only be used by those physicians who have a current registration they want to renew for the next calendar year.

## 4. What is required to obtain a Dispensing Physician Registration?

You must be actively licensed in Arizona. Your license must have no board actions involving prescribing restrictions. You must be practicing in Arizona. (No dispensing registration is necessary if you are practicing in another State.) You must have a DEA certificate in your own name in order to dispense medications.

Please read the directions and fill out the form carefully and completely. Failure to provide required information may delay the processing of your registration.

An email address is required – your dispensing registration certificate is sent to you as a PDF attachment via email.

## 5. What are the fees associated with an Initial Dispensing Physician Registration?

The *initial* registration fee is prorated. See the prorated fee chart on the Initial registration form on our website (see question #3). The fee is \$20 per month per calendar year for which you are registering to dispense. For example, if you register in January, the fee is \$240. If you register in September, the fee is \$80. The registration

will expire on December 31<sup>st</sup> that same year and will need to be renewed in order to continue dispensing medications. Due to the renewal cycle, if you register between the months of October and December, the fee is \$240, and the registration is valid through the following calendar year.

**6. When do I need to renew my Dispensing Physician Registration?**

By December 31<sup>st</sup> each calendar year. There is no grace period for the renewal of Dispensing Physician Registrations. It expires on December 31<sup>st</sup>. Use the Annual Renewal for Dispensing Physician Registration form available on the website from approximately November 1<sup>st</sup> to December 31<sup>st</sup>. Send it in prior to December 31<sup>st</sup> for uninterrupted dispensing privileges. After December 31<sup>st</sup>, you will need to re-register using the Initial registration form. The renewal fee is \$240.00 per year.

**7. Do I need to pay a fee for each location where I dispense?**

No. One fee covers all dispensing locations.

**8. What if I change locations or need to add a location to my Dispensing Physician Registration?**

Please send us a letter via email, fax or regular mail informing us of the changes to locations associated with your registration to dispense. You can use our form if you wish, but a written letter is sufficient. Please provide an email address to which we can send the certificates with your new registered location(s). There is no fee for changing your registered location(s).

**9. What do I need to do if I no longer dispense from my office?**

If you had a Dispensing Physician Registration and are NOT renewing this year, YOU MUST disclose IN WRITING how you disposed of your inventory pursuant to A.R.S. §32-1871(f) using the Inventory Disposal Form located on our website at [www.azdo.gov](http://www.azdo.gov) > For DOs > Dispensing Registration.

**Contact the Board directly with all other questions  
E-Mail: [questions@azdo.gov](mailto:questions@azdo.gov) or Phone: 480-657-7703**