

IMPORTANT INFORMATION ABOUT YOUR BOARD OF PHARMACY ORDER

The Board of Pharmacy has resolved your disciplinary case by way of an Order that contains certain terms and conditions with which you are expected to comply. **It is solely your responsibility to read and understand your Order, and to comply with these terms.** Any non-compliance will be considered by the Board as a violation of your Order, and further disciplinary action may be taken to include possible suspension or revocation of your license or registration.

Contact/Questions: If you have questions about your Order or how to comply with the terms and conditions specified, please contact Rose E. DeMatteo, your compliance case manager and contact person for anything related to your Order, and she will assist you. Her contact information is located below.

Self Reports: If you are required to submit quarterly "self-reports", forms for doing this are found on the Board of Pharmacy website at http://www.dhp.virginia.gov/Pharmacy/pharmacy_forms.htm. The form is in Microsoft Word format, and if you have access to Word, you may complete the form electronically, print it out, and **manually sign it**. You may then submit it by **mail, fax, or you may scan it and email it**. If you do not have access to Word, you may download free "Word Reader" software, print the form, and manually complete and sign it. **Always send in your quarterly self-reports on time whether you are working or not.** You may report a change in address on this report; however, this will not update your address of record with the Board. You must report any change in address of record to the Board in writing (email is acceptable). Note that all official documents are mailed to your address of record. However, please also provide the Board with your current email address if you have not already done so, since many communications, such as newsletters or notifications of law updates, are transmitted in this manner.

Performance Evaluations: If your Order requires your employer to submit quarterly performance evaluations, this form is also available on the website as specified above for self-reports, and these reports may be submitted in the same manner. Again, whether completed electronically, or printed and manually completed, the form must be manually signed by your evaluator prior to submission. It is your responsibility to ensure that the Board receives your performance evaluations on time.

Copy of Order to Supervisor: You may be required by a term of your Order to provide your PIC/employer/immediate supervisor with a complete copy of your Order. If you are employed at more than one location, a copy of the Order must be provided to each PIC, employer, and immediate supervisor at each location.

Monetary Penalty or Inspection Fee: Your order may require the payment of a monetary penalty or payment of an inspection fee. All monetary penalties and inspection fees must be paid by check or money order made payable to **"Treasurer of Virginia"**. You may hand deliver or mail the check to the address below, **ATTN:** Rose E. DeMatteo. Monetary penalties must be paid by the specified date in the Order. If your Order requires the payment of an inspection fee, you will be invoiced following the inspection, and the payment due date will be included on the invoice. Unpaid monetary penalties, fees, and/or late fees owed will be sent for collection.

Release from Terms and Conditions of an Order: **You remain under the terms and conditions of an Order until such time as you are released by the Board.** If your Order is for an indefinite period of time, you must submit a written request to be released. The Board may require you to attend an informal conference prior to your release, and if so, you will be appropriately noticed. Additionally, release from terms and conditions of an Order is always contingent upon compliance with your Board Order, and contingent upon the absence of any pending investigations or unresolved allegations. **Again, until you receive written confirmation of release by the Board, you are still under the terms and conditions of your Order.**

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