

**Revised Appendix F of the Code of Professional Conduct promulgated in  
Issue No. 25 of the newsletter of the Medical Council in December 2018**

*APPENDIX F*

**Dangerous Drugs Register**

(as specified in the First Schedule of  
the Dangerous Drugs Regulations, Cap. 134A)

Date of receipt/ supply	Name and address of person* or firm from whom received/to whom supplied	Patient's identity card number <sup>+</sup>	Amount		Invoice No.	Balance
			received	supplied		

\* The name and address of a patient to whom dangerous drug is supplied may be replaced by the reference number of the patient's treatment record, provided that the patient's name and address are entered in the treatment record.

+ If a patient is not resident in Hong Kong and does not have an identity card, the reference number of other proof of identity specified in section 17B(1) of the Immigration Ordinance (Cap 115) (i.e. a valid travel document, an identity document of the Chinese People's Liberation Army, a Vietnamese refuge card, or a document issued by the Commissioner of Registration acknowledging his application for a new identity card or for registration) shall be inserted.

Note:

1. A separate register or a separate part of the register is required for each dangerous drug at each set of premises. A register cannot be used for recording any other matter.
2. A register shall at all times be kept at the premises to which it relates. The register, the stock and the documents related to any dealings in dangerous drug shall be available for inspection by authorized officers.
3. Only 1 register is allowed to be kept in respect of the same dangerous drug at the same premises, except with the approval of the Director of Health for different departments of the business.
4. The dangerous drug must be specified at the top of each page.
5. Each entry shall be made in chronological sequence, on the day of receipt by the doctor or supply to a patient of the dangerous drug (unless it is not reasonably practicable to do so, in which case the entry must be made on the following day at the latest).

6. All 6 columns in the register must be filled in for each entry.
7. Every entry and every correction of such an entry shall be made in ink or otherwise so as to be indelible. Therefore, a register stored electronically in a computer may not fulfill the requirement.
8. No cancellation, obliteration or alteration is allowed. Any correction can only be made by a marginal note or footnote specifying the date of the correction.