

Policy:

It is the policy of Thrive Behavioral Network, LLC that in the event there is a need for an immediate change in a Licensed Independent Practitioner's order or as change occurs in a prescribed medication the facility nurse or staff under the supervision of the nurse will ensure that a system is in place for accurate documentation, transcription, and Licensed Independent Practitioner signature.

Procedure:

414.10 Criteria for Facility Nurse to Receive a Licensed Independent Practitioner's Telephone Order

- The facility nurse will ensure that new medication orders are transcribed properly in the Form 4006 – Master Medication Record and Form 4005 – Individual Medication Administration Record (MAR). If the medication is a controlled substance it also needs to be entered into Form 4012 – Controlled Medication Log.

414.20 Criteria for Facility Nurse or Staff Member to Receive Written Medication Orders

- Staff members, other than the nurse, may not accept telephone medication orders. If a Licensed Independent Practitioner calls the facility to give an order, the staff member must request that the order be received in writing. This written order could be faxed to the facility or the staff member could pick it up. If the order is faxed the staff member would also request the Licensed Independent Practitioner to call the order into the pharmacy directly.
- Staff member receiving order must ensure that the new order is transcribed properly on Form 4006 – Master Medication Record and Form 4005 – Individual Medication Administration Record (MAR/eMAR). If the medication is a controlled substance it also needs to be entered into Form 4012 – Controlled Medication Log.
- Any staff member receiving new medication orders will communicate the changes to the facility nurse for review.

Thrive Behavioral Network, LLC

414.30 Medication Order Changes

Staff need to initial off on the individual Medication Administration Record (MAR/eMAR) and place in the medication book until the medication is delivered.

Upon delivery of the medication the MAR/eMAR is completed with the name of the medication, dosage, frequency, reason and length of time the medication is to be given.

The medication needs to be documented on appropriate page of MAR/eMAR.

If the dosage or times for the medication is changed, you will need to discontinue the previous medication by drawing a line through the time it was last administered until the end of the month and a diagonal line through the medication.

All new orders need to also be entered on the Master Medication Record. If it is a change in medication, staff need to find where it was last ordered and enter that it was discontinued and then enter the new medication with the date it was ordered. If the medication is for specific dates, staff will enter the date it was ordered and the date it is to be discontinued.

Example: *John Doe goes to see his provider and has an antibiotic ordered for 14 days. You need to enter the medication along with the date it was ordered and the date it is to be stopped.*

414.40 New MAR's/eMAR's at the End of the Month

The staff printing out the new MAR's/eMAR's will compare it to the previous MAR to ensure it is accurate

and all the information is entered including allergies. Staff will review new monthly MAR's/eMAR's and will initial and date each page.