

TITLE: Medication Orders

Number: 414.00

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 Prescriber'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 Prescriber's signature.

Procedure:

414.10 Criteria for Facility Nurse or Staff Member to Receive Non-Written Medication Orders

Verbal or non-written orders will only be received in emergency circumstances.

Emergency telephone or non-written orders will only be accepted by a Registered Nurse.

If a Licensed Prescriber calls the facility to give an order, and the nurse is not available, the staff must request that the order be received in writing.

When verbal or non-written orders are accepted, the staff member must request that the order be received in writing within 72 hours. This written order could be faxed to the facility, or the staff member could pick it up. If the order is faxed the staff members will also request the Licensed Prescriber to call the order into the pharmacy directly.

Staff members receiving orders 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 4031 – Controlled Substances Count Log.

Any staff member receiving new medication orders will communicate the changes to the facility nurse for review.

For reordering/receiving medications from a pharmacy, staff will utilize Form 4050 – Medication Order.

414.20 Medication Order Changes

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.

If the dosage or times for the medication is changed, staff 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 red diagonal line through the medication. Indicate the date it was discontinued and the prescribers name who discontinued the order and the name of the staff who is documenting the discontinuation.

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All new orders need to also be entered on the Master Medication Record and record it in the client's medication list. If there is an order change, staff will need to locate the previous order in the MAR and enter that it was discontinued by drawing a red line through the order and write the date 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.*

414.30 Psychotropic Medication Orders

Staff will obtain prescription medication renewals from a licensed prescriber for each client every 90 days for psychotropic medications and annually for all other medications; as needed on a case-by-case basis.

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

At the end of the month, the nurse or staff responsible for MAR's/eMAR will need to compare the new month's MAR/eMAR (where practicable) to the previous month and to any medication order changes received for the client to ensure accuracy in transcription. The staff responsible will initial each page (where practicable) indicating they have been checked.

414.50 Current Medication Orders

A current medication order is defined as follows.

Any written order for a specific medication, which includes:

- The client's legal name.
- The medication name (Trade or Generic)
- The route for the medication to be taken
- The strength/dose of the medication
- The frequency of the medication (dosage)

Orders may be received as a handwritten note, a typed document or a medication package label. These orders will need to include the prescriber's name, signed with their signature or by e-signature, unless it is printed on a medication label.

All medication orders being accepted are valid for 90 days after written order or 90 days from the date filled in by the pharmacy.