

TITLE:	MEDICATION RECEIVING/DOCUMENTING PRESCRIBED ORDERS	POLICY 16.14
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PURPOSE:

Provides guidelines in receiving prescriptions, treatment orders, dietary orders and all other orders.

SCOPE:

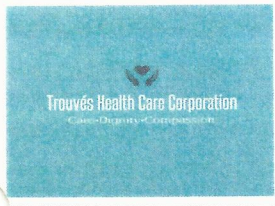
All nursing staff.

POLICY:

We ensure that all health care practitioner's prescriptions, treatment orders, dietary orders, and other directives are clearly documented in the resident's health file.

PROCEDURE:

1. Prior to admission to the facility, the facility will obtain health care practitioner's prescribed orders for the prospective resident. These orders will be placed in the resident's health file.
2. The facility accepts many other forms of prescribed orders:
 - a. FAXES. The health care practitioner may fax prescribed orders to the facility, where these can be processed and filed in the resident health file. If the orders consist of medication and/or treatment orders, these orders will be documented in such a way as to alert staff of the change in order(s).
 - b. MAIL. The health care practitioner may update a resident's prescribed orders via mail; these orders will be documented in such a way as to alert staff of the change in order(s).
 - c. TELEPHONE. If the facility employs a licensed nurse, she or he may accept telephone orders from a health care practitioner. The nurse will document the order in the resident's file, and alert staff in such a way so they are aware of new order(s).
 - d. DIRECT ORDER. The health care practitioner may choose to visit the resident in the facility, where she or he can document an order directly to the resident's health file.



Trouwés Health Care

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Designated staff will follow up on the order(s) to ensure that they are followed. In addition, a resident may obtain a written order from the health care practitioner while visiting his or her office; the resident may present designated staff with all hand-written orders to be processed in such a way that staff are alerted to the order(s).

- e. PHARMACY. The health care practitioner may choose to contact the pharmacy directly regarding prescribed orders; in these cases, the pharmacy's prescription label will serve as the prescriber's written order.

EXCEPTIONS:

No exceptions to this policy may be granted without the prior written approval of the Director.

SUPERCEDES:

None