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| **MONTCALM CARE NETWORK PROCEDURE 611 North State Street, Stanton, MI 48888**  |
| SUBJECT: Prescribing and  Monitoring Medications  | Section: 8305A  |
| Effective Date: February 27, 1996  | Revised Date: June 10, 2024 |
| Additional Reference: Recipient Rights |  |

1. Only physicians, nurse practitioners, or physician assistants knowledgeable in the use of psychiatric and family medicine will prescribe medications at Montcalm Care Network. Medications are prescribed only in a recognized, reasonable and customary manner following laws and scope of practice. Medication will be prescribed to persons served by Montcalm Care Network.
2. Only medications that have been approved by the Federal Drug Administration for use by the public will be prescribed through Montcalm Care Network. No investigational or experimental drugs, compounded drugs, or herbal products will be prescribed through Montcalm Care Network.
3. The Michigan Medicaid Formulary will be used as formulary and reference for Montcalm Care Network. Other psychiatric medications can be prescribed if their use as an alternative can be justified and approved for use by the Michigan Pharmacy Management System or the Medical Director. Generic, formulary or low-cost medications are not the sole factor in determining prescribing or continuation of a medication by prescriber.
4. Montcalm Care Network will maintain a supply of sample medications, participate in Patient Assistant Programs, prioritize enrolling persons in benefit plans and seek other community resource options for those individuals with no insurance benefit in need of medication.
5. Montcalm Care Network will document all medications prescribed in the recipient’s Electronic Health record.
6. Montcalm Care Network will establish relationships with pharmacies to obtain injectable medications in accordance with prescribing practices.
7. Individuals in services are expected to obtain medications directly from their respective pharmacist and Montcalm Care Network will not assume responsibility for payment of unfunded medications.
8. Every individual will receive a thorough psychiatric evaluation from a Montcalm Care Network physician, nurse practitioner, or physician assistant before medications are prescribed. The following data will be collected and considered:
	1. age
	2. gender, and when relevant, pregnancy and lactation status
	3. current and previous substance use and abuse history
	4. allergies/sensitivities
	5. height and weight
	6. current medications including prescription, over the counter, and herbal/homeopathic supplements
	7. diseases/chronic health conditions
9. Medications to be prescribed will be based on the needs of the individual and in keeping with current best practice standards.
10. The existence of co-occurring substance abuse disorders in and of itself will not preclude the use of medications to treat a co-occurring mental illness. However, extra care will be taken when prescribing medications with abuse and addictive potential and efforts will be made to avoid the use of these medications if possible.
11. The prescriber will document the diagnosis, need for medication, proposed starting dosages and proposed plan for continuation of treatment in the record of the consumer.
12. Before any medication regimen is initiated, any needed baseline laboratory and other diagnostic evaluations will be ordered in accordance with the pharmacology of the specific medication to be used. The specific testing to be completed will depend on the clinical judgement of the prescriber, the individual's medical and medication use history, the anticipated duration of the medication to be used, recommendations of the manufacturer of the medication and current medical literature, and other considerations specific to the individual.
13. Prior to the initiation of treatment with medication, the prescriber will provide the recipient, parent or guardian with information about the medications, uses, effects, potential side effects, potential drug interactions (including over-the-counter and herbal/homeopathic supplements), risks and benefits of the medication. A written summary of common adverse side effects will be provided to the consumer by the pharmacy or upon request by the prescriber.
14. For persons discharging from a psychiatric hospital in the last 30 days, MCN will accept a written prescription from the treating psychiatrist at the hospital for one follow up dosage of an injectable psychotropic medication. This injectable medication must have been initiated during the inpatient stay. The written order must be scanned into the electronic health record. The Medical Director will be informed, give approval for MCN to administer the injection, and enter an order into prescribing system.
15. The consumer must provide Montcalm Care Network with informed consent prior to the initiation of treatment with medication.
16. Each consumer will be rescheduled as necessary to assure appropriate continuation and monitoring of treatment.
17. Medications will be monitored by the prescribing clinician and will include any necessary or indicated laboratory or other diagnostic tests. The specific testing to be completed will depend on the clinical judgement of the prescriber, the individual's medical and medication use history, the anticipated duration of the medication to be used, recommendations of the manufacturer of the medication and medical literature, MCN policy/procedure, and other considerations specific to the individual.
18. Lab results are reviewed by nurses and medical assistants and entered into the electronic record. The prescriber is informed of abnormal lab results when received through the internal messaging system and will direct further medical care which may include follow up with the primary care physician.
19. Critical labs, as defined by the processing lab, are received by an assigned nurse during office hours and after hours. The nurse will review results and direct individuals to the Emergency Department for care. Consultation is available from prescribers as needed. The prescriber is immediately notified of a critical lab via text message as follows:
20. MCN business hours- Prescribing doctor/NP
21. After business hours- Medical Director for children’s population. Nurse Practitioner for the adult population. The individual’s prescriber is sent an internal message to ensure awareness.
22. Telephone or verbal reports of critical test results may be transmitted to prescribers by nursing or medical assistant staff. These reports must be repeated by the physician receiving the information and confirmed by the nurse or physician transmitting the information. This exchange of information must be documented in the consumer record, and signed with the date and time, by the nurse or physician transmitting the information.
23. Medication use by individuals will also be monitored by Montcalm Care Network staff including, but not limited to, other physicians, case managers, outpatient therapists, nursing and other clinical staff**,** and will be documented in the record of the consumer.
24. Side effects and medication errors reported by the recipient or caregiver must be reported to the prescriber, addressed, evaluated as to risk to the consumer and recorded in the record.
25. Orders for PRN (or "as needed") dosage range order or orders for the titration or tapering of medications are not to be prescribed unless the exact parameters for using are clearly written on the prescription and explained to the consumer or responsible party.
26. If a consumer cannot administer his or her own medication, Montcalm Care Network will ensure that medication is administered by or under the supervision of personnel who are qualified and trained.
27. If an adverse side effect from prescribed medication is reported, the information will be relayed to MCN nursing or Medical Assistant staff immediately. Nursing/MA staff will notify the ordering prescriber as soon as possible and provide any necessary instructions. If the consumer experiences an adverse side effect, life threatening, or significant reaction after hours and the nurse is unavailable, the individual will be directed to call 911 or go to the Emergency Room and to follow up with primary care physician.
28. Individuals in services, family members or responsible persons will be instructed to contact Montcalm Care Network or the prescribing physician if medication is from an external provider for instructions in the event of a missed medication dose.
29. The discharge process will include a plan for continuation of medication including arranging appointments with new providers, providing a final supply of medication (prescription refill) with appropriate monitoring to ensure transition, and including a current list of medications in the aftercare plan. This information will be communicated to the primary care physician.