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| **MONTCALM CARE NETWORK PROCEDURE 611 North State Street, Stanton, MI 48888** |
|
| SUBJECT: Security for Blank Prescriptions | Section: 8305B |
| Effective Date: February 27, 1996 | Revised Date: April 25, 2016 |
|  Version: 3 |  Status: Current |

1. Hand written prescriptions are used only as a back up to the electronic prescription system if there is a electronic information system failure.
2. Blank prescriptions are only ordered upon request by the Integrated Nurse Manager.
3. On receipt, blank prescriptions are secured in the locked medication room.

1. Only authorized personnel have access to the medication room**.**
2. Physicians are provided with a numbered prescription pad for their use at the MCN office location and for use at the telepsychiatry office location if needed.
3. The white copy of a written prescription is given to the patient and the yellow copy is maintained in the case record.
4. At the end of each patient day, the prescription pad used at the MCN location and the yellow copies of the written prescriptions are collected, accounted for, and the prescription pad is stored in a locked area.
5. Prescription pads used at the telepsychiatry location are secured in a locked area at the end of the day and the yellow copy is sent back to MCN by the psychiatrist.
6. Any time that prescriptions cannot be accounted for, an incident report is filed and an investigation of the incident is completed and appropriate action taken.
7. Any unauthorized use of prescription pads will result in disciplinary action, including termination.