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| **MONTCALM CARE NETWORK PROCEDURE 611 North State Street, Stanton, MI 48888** |
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| SUBJECT: Prescription Handling | Section: 8305J |
| Effective Date: December 21, 2011 | Revised Date: April 25, 2016 |
|  Version: 6 |  Status: Current |

Standard practice for prescriptions is to complete an order through the electronic health record’s electronic prescribing system directly by the physician or physician assistant which transmits to the pharmacy. Procedures for prescriptions not processed in this manner are as follows:

Verbal/Telephone Orders

* Verbal/Telephone Orders may be accepted by a Nurse or Medical Assistant only.
* This should occur in emergency or urgent situations, not as routine practices.
* These orders must be repeated by the recipient of the order**,** spelled back if needed for medications that may sound like other drugs**,** and confirmed by the physician.
* The order must be entered directly into the electronic prescribing system with an indication of the medical staff who took the order and whether it was then sent electronically, faxed or printed.
* The prescriber must verify the order in the electronic prescribing system at the earliest opportunity.

Mailing Prescriptions

* Consumers may request a reoccurring prescription be mailed.
* Medical Records will mail the prescription and log the relevant information into the Release/Disclosure Log.

Picking Up Prescriptions

* Consumers may request to pick up a prescription, or have a designated person do so, including family members or home staff.
* Medical staff will hold prescriptions for pick up.
* The individual picking up the prescription must sign a log which includes: consumer name and case number, date of prescription, name of medication, signature of the individual, date picked up, relationship of individual to the consumer, and staff signature as a witness.
* The completed form will be forwarded on to Medical Records staff and scanned into the consumer record,
* Prescriptions not picked up at the end of the day will be secured during the overnight and weekend hours.

Handwritten Prescriptions

* Handwritten Prescriptions are typically utilized only as a back up to the electronic prescribing system.
* Any handwritten prescription must be entered into the electronic prescribing system to ensure a complete and accurate record.

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* Copies of the handwritten script are scanned into the EHR.

Controlled Substance Prescriptions

* Controlled Substance prescriptions are produced on tamper proof paper as required by law.

Medication Refills

* A Medication Refill Line will be maintained for consumer convenience.
* Consumers may leave a message regarding refill needs 24 hours a day.
* The line is reviewed daily by the medical staff.
* Orders will be processed within two (2) business days based on the following conditions being met: o The consumer has generally kept scheduled appointments

o No clinically significant concerns are present o The individual is an open consumer o The prescriber approves the refill

Naloxone Hydrochloride Rescue Kits

A written standing order will be produced by the Medical Director of Montcalm Care Network for use with any person at risk of opioid overdose.

Persons successfully completing overdose prevention and rescue training will be designated as overdose prevention trainer able to distribute kits on behalf of the prescribing physician in accordance with 2014 PA 311section 17744b (1)(c), (2), and (3), codified at MCL 333.17744b (1)(c), (2), and (3).

Prevention trainers gather the following information o Patient name o Date of birth o Dispense date

The patients receiving the rescue kit will receive the following o 1 rescue kit o A copy of the prescription

o Documentation of successful completion of training on use

Montcalm Care Network will retain a copy of all rescue kit prescriptions and acknowledgement of receipt of training by the patients receiving a kit.