

SUBJECT: MEDICATION ORDERS

APPROVED BY:

EFFECTIVE

Executive Director

DATE: 06-07-10 (replaces 02-24-04)

Medical Director

Reviewed (no changes): 02-04-11 \_\_\_\_\_  
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Pharmacist

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POLICY

It is the policy of McIntosh Trail CSB that medication orders are written clearly and transcribed accurately.

PURPOSE

Medication errors may occur while communicating or transcribing medication orders. This policy identifies steps to reduce the potential for error or misinterpretation when orders are written or verbally communicated.

PROCEDURE

1. A complete medication order includes name of medication, strength, dose and frequency of administration, either written legibly or communicated clearly, as well as quantity and refills if appropriate.
2. Either generic or brand name are acceptable as long as legible.
3. Drugs with look-alike or sound-alike names should be written legibly. Written or verbal communication should be verified for any questionable order.
4. Incomplete, illegible or unclear orders should be verified with the ordering clinician.
5. "As needed" (PRN) orders should include indication for use.
6. Standing orders are reviewed for appropriateness for individual consumers.
7. Hold orders require an order to reinitiate.
8. Automatic stop orders apply to Crisis Stabilization Program.
9. Titrating orders include all other required elements as well as clear guidelines for progressively increasing or decreasing dose in response to consumer status.
10. Taper orders require specification of dose decrease in amount and frequency.
11. Range orders are acceptable when order clearly delineates the dose range or interval.
12. Orders for herbal products adhere to manufacturers' recommendations.
13. Preprinted order sheets are reviewed and updated at least annually and more frequently when indicated.
14. Blanket reinstatement of previous orders for medications is not an acceptable practice.
15. Read back is required for any verbal order.
16. If there is any question on the part of the individual receiving or transcribing the order, the ordering clinician should be contacted for clarification.