

**MILLE LACS BAND OF OJIBWE  
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

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**Department:** Substance Use Disorders- Four winds

**Policy Number:** HHS-SUD-FW 4757

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**Policy Title:** Telephone/Verbal LIP Orders

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**Attachments:**

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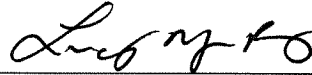
**Revision History:**

**Revised by/Date:** Lindsay Misquadace-Berg 7/2021

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Approved by:

Lindsay Misquadace-Berg, Four Winds Director



**Date:**

8/9/21

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**Approved by:**

Nicole Anderson, Commissioner of HHS



**Date:**

8-16-21

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**POLICY STATEMENT:** Licensed Staff members are responsible for meeting health service needs of the clients at Four Winds. Proper documentation and administration will be performed according to the following policy and procedure procedures.

**PURPOSE:** The purpose of this policy is to establish guidelines to maintain accurate medication documentation.

**DEFINITIONS:**

**LIP:** A licensed independent practitioner, such as a Physician, Advanced Practice Registered Nurse or Physician Assistant

**Nurse:** A Registered Nurse (RN) or a Licensed Practical Nurse (LPN)

**Telephone Order:** Any order from an LIP to the nurse that is given orally over the telephone.

**Verbal Order:** Any order from an LIP to the nurse that is given orally in person.

**RESPONSIBILITIES:**

The Program Director and Nursing Supervisor, or designee, are responsible for implementing this procedure and to assure that all staff are aware of and receive training.

**PROCEDURE:**

Only Licensed Nurses are authorized to take telephone/verbal orders. Never implement an order that seems inconsistent with a client's problem without questioning the order and understanding the rationale for giving the drug. A Licensed Nurse receiving a telephone or verbal order from a LIP will:

A. Enter the complete order exactly as verbalized by LIP. Ask the LIP to spell the name of unfamiliar medications.

B. Read back the entire order to the LIP.

C. Receive confirmation from the LIP that the order is accurate.

D. Ask the LIP when the 1st dose should be administered.

1. Telephone orders/verbal orders given by Four Winds LIPs shall be validated by the LIP within 7 calendar days of the date/time of order. If ordered by any other provider, it shall be validated by LIP or Nurse Manager.

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<b>Internal and/or External References</b>	HHS-BH-4W: Medication management Minnesota Rule SLF- 4665.3300 (Purpose of health services) Minnesota Rule SLF-4665.4100 (Residents health record)
<b>Compliance - Posting Date</b>	8/16/2021 <i>HP</i>
<b>Replaces – Policy Number</b>	
<b>Next Review - Due Date</b>	8/2024