

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

Department: Health Services - Pharmacy

Policy Number: HHS-HS-PHM 1829

Policy Title: Medication Orders

Attachments:

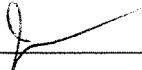
Revision History: 8/07, 12/11, 11/12

Revised by/Date: Jesse Godding, PharmD 9/2020

Approved by:

Date:

Jesse Godding, PharmD, Pharmacy Manager



11-10-2020

Approved by:

Date:

Nicole Anderson, Commissioner of HHS



11-24-2020

POLICY STATEMENT: It is the policy of the Ne-Ia-Shing Clinic Pharmacy to deliver high quality pharmaceutical orders in a timely and accurate manner.

PURPOSE: To ensure that medical providers, nurses and other healthcare personnel are aware of medication order procedure.

PROCEDURE: After a patient visit, the provider will determine if medication orders should be processed by our pharmacy. If prescription orders are needed a permissible prescription is generated and transmitted to the pharmacy by the associated provider either electronically, via hard copy, phone or fax.

If a provider has a reason to delay processing of a prescription order to the pharmacy the provider or nurse should notify pharmacy of the reason. This will allow the pharmacy to properly explain the delay to the patient. In the event that the prescription has discrepancies such as improper dosage, quantity, etc. the provider or provider's nurse will be notified by the pharmacy for correction and then completed in its processing. Correction in the EHR record will remain with the provider.

If a referral to an outside provider is required, the provider must place a referral request in the EHR. Additionally, clinic staff must ensure that visit notes from the referral are placed back in the patient's medical chart. This is so pharmacy may follow 340B regulations regarding prescriptions filled from referrals.

Contingency Plan:

In the event that providers are unable to order prescriptions through the EHR, orders may be hand written or called into the pharmacy. In the event the pharmacy is unable to process prescriptions because pharmacy equipment is down, pharmacy will not process any prescriptions unless it is an absolute emergency as determined by the pharmacist on duty. Prescriptions processed during pharmacy down time will be reprocessed through the pharmacy system as usual once the pharmacy is up and running again.

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Internal and/or External References	
Compliance - Posting Date	11/24/2020 (H)
Replaces – Policy Number	
Next Review - Due Date	11/24/2023