

Department: Medical

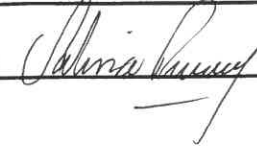
Policy Number: HHS-8130-Ph

Policy Title: Medical Order Legibility and Accuracy Date: September 10, 2007

Revised: 7/12

Reviewed: 12/12

Approved by:



Date:

12/12/12

Policy:

It is the policy of the Mille Lacs Band of Ojibwe Health and Human Services to ensure that all medical personnel are aware of, and adhere to, JHACO requirements/guidelines and IHS guidelines for accurate and legible medical orders and charting.

Purpose:

To promote accurate medication list and legible documentation by medical personnel, lessening the likelihood of medical and transcription errors and decrease patient wait time.

Procedure:

Please see attachment for more in-depth and inclusive discussion and analysis.

- Only medications needed to treat the patient's condition are ordered, provided or administered
- If requested, an updated Pharmacy Medication list will be provided by the Pharmacy for review by the nurse or other members of the health care professional staff .
- Medication orders must prescribed accurately including proper medication, dosage, diagnosis, and day's supply when using E.H.R. auto-finish or e-prescribing. Questionable med orders will be directed to the provider's respective nurse for clarification.
- Formulary drug lists and Quick Orders will be updated continually as new meds arrive or eliminated and as requests for Quick Orders are received or otherwise reviewed and amended.
- Pharmacists must review all medication orders received from providers within and outside of our clinic and will contact the provider if questions arise.
- If generic medications are not acceptable, this should be noted on the medication order; brand names will be added to the E.H.R. drug file as needed
- Automatic stop orders must clearly state the date or time to stop the medication
- *Any changes or additions or changes to a patient's drug allergy status should be noted on the an Allergy Verification (E.H.R.) Assessment Form and given to the Director of Pharmacy for entry into the medical record.*