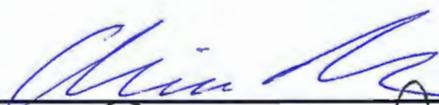
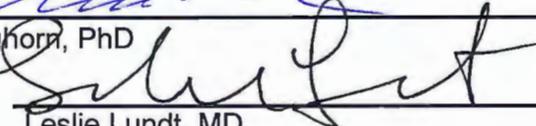




## ALCOHOL, DRUG AND MENTAL HEALTH SERVICES POLICY AND PROCEDURE

<b>Section</b>	PSYCHIATRIC HEALTH FACILITY	<b>Effective:</b> 10/1/2007
<b>Sub-section</b>	Medications	
<b>Policy</b>	Documenting and Auditing Medication Order Changes	<b>Last Revised:</b> 3/9/2015
<b>Policy #</b>	6.403	
<b>Director's Approval</b>	 _____ Alice Gleghorn, PhD	<b>Date</b> 4/1/15
<b>Medical Director's Approval</b>	 _____ Leslie Lundt, MD	<b>Date</b> 4/1/15
<b>Form Ref.</b>	PHF-MED-6.403	<b>Audit Date:</b> 3/9/2018
<b>Authority:</b> <small>(statutes, regs, etc)</small>	Title 22, § 77079.5(b), 77079.7	
<b>Supersedes:</b>	NM-1.2 Changing of Medication Orders	

### 1. PURPOSE

- 1.1. To ensure that the Psychiatric Health Facility (PHF) complies with all mandated federal and state regulations as related to the proper documentation and auditing procedures for changes made to an existing medication order.
- 1.2. To reduce the occurrence of medication documentation errors and support patient care and safety.

### 2. POLICY

- 2.1. Nursing staff are responsible for amending a patient's Medication Administration Record (MAR) to reflect any changes (e.g. dosage, frequency) made to an existing medication order as prescribed by a staff physician or a psychiatrist.
- 2.2. The existing order will be discontinued, and a replacement order will be written into the MAR as a new entry.
- 2.3. Nursing staff are responsible for auditing medication order changes to ensure accuracy and completeness.

### 3. **PROCEDURE**

#### 3.1. **Documenting Medication Order Changes**

- 3.1.1. Within a patient's chart, the prescribing staff physician or psychiatrist discontinues the existing medication order and writes a replacement order.
- 3.1.2. For all replacement orders, the *Informed Consent for Psychiatric Medications* form must be updated.<sup>1</sup>
- 3.1.3. Once complete, the prescribing staff physician or psychiatrist flags the replacement order. To "flag" the order, the page on which the order is written must protrude out at the top of the chart. The chart must then be delivered directly to nursing staff or placed on the medication nurse's desk.
- 3.1.4. Nursing staff will note the replacement order in the patient's chart in red ink. The noting of the order is to include the date, time and the nursing staff's signature.
- 3.1.5. Nursing staff will amend the MAR by:
  1. Highlighting the entire section of the previous order in yellow.
  2. Documenting the date the previous order was discontinued by writing "D/C'd on \_\_\_\_\_".
  3. Drawing a line through the remaining dates of the previous order.
- 3.1.6. The medication nurse will transcribe the replacement order into the MAR as a new entry.

#### 3.2. **Auditing Medication Order Changes**

- 3.2.1. Nursing staff scheduled for the following shift will audit all medication order changes.
- 3.2.2. Nursing staff assigned to complete the audit will:
  1. Verify the previous order is discontinued on the MAR.
  2. Verify the replacement order is transcribed accurately onto the MAR.
  3. Initial the bottom left corner of each new entry audited.
  4. Place brackets around audited orders in red ink on the doctor's order form.
  5. Document the audit by writing "Audited By" on the order sheet beneath the replacement order. The documentation of the audit must be written in red ink and include the date, time and auditor's signature.

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<sup>1</sup> Please see policy PHF-MED-6.401 "[Consent to Receive Medications Administered](#)" for further instructions. Link above will temporarily access Policy C-2.0 until PHF-MED-6.401 is enacted.

**REFERENCE**

California Code of Regulations - Licensing and Certification of Health Facilities  
*Title 22, Chapter 9, Sections 77079.5(b), 77079.7*

**REVISION RECORD**

DATE	VERSION	REVISION DESCRIPTION