

JUVENILE COURT HEALTH SERVICES MEDICAL RECORDS PROCEDURE

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Subject:		Original Issue Date: 01/2013	Procedure # 009
MEDICATION AT TIME OF TRANSFER		Supersedes:	Effective Date: 06/18/2018
Departments Consulted: JCHS NURSING DEPARTMENT	Approved By: (Signature on File) Heidi Mittwer Medical Records Director	Approved by: (Signature on File) David Oh, MD Medical Director	

PURPOSE:

To ensure all patient(s) medication are Secured and Transported at the time of outgoing movement.

PROCEDURE:

Chart Clearance Nurse

- Places the medications in an envelope with the Minor name, DOB and PDJ# , located on the outside of sealed envelope.
- Sealed Envelope will be taken to the HIM Department with a movement transmittal log.

HIM MOVEMENT CLERK

1. All Medication going out when a minor is being moved to another facility, HIM will verify and assure the (meds) or (medication) is indicated on transmittal next to minor's name.
2. If minor is listed, and is canceled for movement:
 - HIM will draw one line across minor's name and indicate cancel and their initials.
 - HIM will return Medication to Chart Clearance Nurse.
 - HIM will correct total number of minor (s) transferring.
3. HIM will indicate bag # on Transfer Transmittal form or Movement Clearance list form.
4. HIM will then place medication envelope in a secure lock bag.
5. The HIM Facility sending, will call the HIM Facility receiving, indicating bag # to inform and expect medication(s).
 - If receiving facility does not receive lock bag medication, HIM staff will follow-up with all parties involved: Nursing & Probation Department and report it to their supervisor for further investigation.
 - All Medication received should be taken to the movement clearance nurse.
 - All Medication going out should be taken to the HIM DEPARTMENT

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Health Services Administrator's Initials:	

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- If for any reason medication was not transfer when schedule or medication is missing, a PSN Report should be filed immediately.

REFERENCE

Nursing Procedure #024 Medication Management/ Administration page 10