

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **DEPARTMENT OF PHARMACY**
SUBJECT: **PATIENT INFORMATION AND MEDICATION
ORDERS**

CODE: 1.10.7
DATE: 5/29/04
REVISED: 4/19/22
APPROVED: Tinh Tran, Pharm.D.
MEC APPROVED: 11/18/09
PAGES: 1 of 3

POLICY

Information and medication orders for each Rancho patient will be available to any health care provider involved in the medication management of the patient.

PROCEDURES

A. **Patient information.** The information will include the following:

1. Age
2. Sex
3. Patient's current medications
4. Diagnoses
5. Co-morbidities, and concurrently occurring conditions
6. Relevant lab values
7. Allergies and past sensitivities
8. As appropriate; weight, height, pregnancy and lactation status, and any other information required for safe medication management.

B. **Complete medication order.** A complete medication order will contain the following elements:

1. Name of the patient and a second patient identifier exclusive of the location of the patient.
2. Medication name.
3. Dose.
4. Quantity as applicable.
5. Direction, which includes the dose to be take/given, the route, interval, and indication for "as needed"(PRN) orders.
6. Date (and time for Inpatient orders) the order was written.
7. Signature of the provider.

C. **Medication nomenclature.** The generic name should be used for drug orders except for combination products (e.g. trimethoprim/sulfamethoxazole) which can be expressed by their respective trade names [Bactrim or Septra].

D. **As-needed orders (PRN orders).** An order for medication to be given as needed (prn) must be qualified (e.g. acetaminophen 650 mg q4h prn pain).

E. **Clarifying medication orders.** Any question of a medication order (incomplete order, illegible order, or unclear order) will first be clarified with the prescriber before dispensing and administration to the patient. Patient will be notified if any changes are made based on the pharmacist's intervention.

F. **Standing orders.** Pre-printed "Standing Orders" may be used by a categorical service. They must

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adhere to the format specified by the Professional Staff Association, which includes requirements of Title 22, Social Security regulations (see Pharmacy Policy 3.04.0, Standing Orders for further information).

- G. **Hold orders.** Hold orders will be interpreted as a discontinuation order. However, a practitioner may indicate, for example, hold furosemide for 2 days, resume on.....(date) atmg, PO daily.
- H. **Automatic stop orders.** Automatic stop orders will apply to all in-patient units. The respective physician is contacted in advance of the identified stop date to ensure that medication orders are renewed and continuity of therapy is ensured (see Pharmacy Policy 3.08.0, Automatic Stop Orders for further information).
- I. **Resume orders.** Resume orders will include the medication, dose, route, interval, and indication for “PRN” orders.
- J. **Titration orders.** Titration orders (e.g. sliding scale insulin orders) will include the medication, dose, route, and indicator or measure that determines the dose.
- K. **Taper orders.** Taper orders will include the medication, dose, route, interval, and number of doses or days a dose is to be given.
- L. **Range orders.** Range orders are not permissible in the Inpatient setting.
- M. **Non-commercially available compounds.** Orders for non-commercially available compounds will include the ingredients, amount, and directions for preparation unless the formula is available in the Pharmacy.
- N. **Orders for medication-related devices.** Orders for medication-related devices will be included in the medication order.
- O. **Investigational drugs.** Investigational drugs can only be used after Research Committee approval. Exceptions will be made for “Emergency” requests and “Compassionate Use.” Pharmacy shall provide a system for the procurement, storage, dispensing, record keeping, and disposition associated with the use of investigational drugs within the hospital in accordance with Federal and State laws as well as hospital rules and regulations (see Pharmacy Policy 1.14.0, Investigational Drugs for more information).
- P. **Herbal products/nutritional supplements.** All herbal products/nutritional supplements brought into the Medical Center by patients are to be returned to their families/care givers upon patient’s admission to the Medical Center (see Pharmacy Policy 3.15.5, Herbal Products/Nutritional Supplements Brought into Medical Center by Patient for more information).
- Q. **Discharge medications.** The Outpatient Pharmacy will supply medications for patients being discharged from the Facility upon written order from a prescriber, who may utilize the patient’s primary profile to generate the discharge prescription. Self-pay, Medi-Cal, and Third Party Payor patients have the option of having their prescription filled at Rancho’s Outpatient Pharmacy or at a community pharmacy. Pharmacy will supply a quantity of medications for not more than 30 days with one refill (see Pharmacy Policy 3.23.0, Discharge Medication for more information).
- R. **Verbal/Telephone Orders.** Verbal/telephone orders are to be minimized at this Facility and the preferred methods used to communicate medication orders will be through the hospital’s EHR system. All verbal/telephone orders will have a written/read-back feature and documented by the individual taking the verbal/telephone order.
- S. **Pre-printed order sheets.** Pre-printed order sheets will be reviewed and updated on an as needed basis.
- T. **Blanket orders.** Blanket reinstatements of previous orders (e.g. resume previous orders) are not

**RANCHO LOS AMIGOS
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acceptable at this Facility

- U. **Weight-based dosing for Pediatric Patients.** Weight-based dosing will be done on all pediatric patients until the adult weight is reached or the pediatric dose equals the normal adult dose.