

HIGH DESERT HEALTH SYSTEM AMBULATORY SURGICAL CENTER

SUBJECT: VII-101 VERBAL ORDERS, RECEIVING, TRANSCRIBING AND AUTHENTICATION	POLICY #: 1254
APPROVED BY: Aram. Messerlian (CHIEF PHYSICIAN I ANESTHESIOLOGY), Beryl Brooks (ADMR, COMP AMB HEALTH CARE CENTER), Leila Adriano (NURSE MANAGER)	
DATE APPROVED: 06/28/2016	

PURPOSE: To ensure that verbal orders are given only when indicated and are authenticated in a timely manner.

POLICY: Verbal orders may only be given by a provider [physician or Certified Registered Nurse Anesthetist (CRNA)]

PROCEDURE:

1. The RN taking the verbal order shall write the order down and verify its accuracy by reading it back to the provider.
2. The provider will confirm that the order is correct or clarify any inaccuracy.
3. After the accuracy of the verbal order has been confirmed, the nurse will document "Read and Verified (RAV)" next to the written order, time, date and sign the order.
4. The provider must date, time and sign the order within 10 days.

REFERENCES:

CMAC 2007 National Patient Safety Goal: Goal 2a

Title 22 (75034) Drug Distribution Service – Orders for Drugs

Original Date: 08/27/2008
Reviewed: 06/28/2016
Next Review Date: 06/28/2019
Previous Review Dates: 02/20/09; 07/07/14
Previous Revise Dates: 02/25/09; 07/07/14