



Department of Nursing POLICY AND PROCEDURE

POLICY NUMBER: 978
VERSION: 1

SUBJECT: ORDER TRANSCRIPTION, AVRC

PURPOSE: To ensure accurate and timely transcription of Provider's orders.

POLICY: All orders written by a provider for a resident must be accurately transcribed and carried out.

POLICY GUIDELINES:

1. The Provider writes all orders on the provider order form.
2. All chart documents must be clearly labeled with the name of the resident, resident's date of birth, and the medical record number.
3. The Provider will be asked to clarify all orders that are unclear or illegible.
4. Medication orders are to be written clearly and will include the name of the drug, dosage, frequency, route of administration, quantity and time. Provider must sign, date and time all orders.
5. Medications also must be listed on the medication reconciliation form.
6. The nurse who receives medication orders from the provider must transcribe the medication onto the Medication Administration Record (MAR), initial and sign the form in the designated spaces.
7. A second nurse must check the accuracy of the medication transcription, date, initial, and sign the providers' order form and MAR form in the designated spaces.
8. Orders for diagnostic tests shall be entered into ORCHID and a printed copy of the results will be placed in the resident's chart.
9. Some diagnostic tests, such as CT scan and EKG require an appointment with the respective department.
10. All diagnostic test must be entered into the transportation log and coordinated with AVRC for transportation.
11. Medication or diagnostic tests ordered by non-DHS providers must be reviewed by an AVRC provider who will determine whether to order the medication or the diagnostic tests for the resident while staying in AVRC. Once ordered, the orders will be transcribed as above.
12. If the medication or diagnostic test is ordered by a non-DHS provider and is not re-ordered by the Acton provider, the nurse must communicate with the resident and AVRC supervisors and document in the medical record.

13. Nursing will send new and modified prescription information to AVRC supervisors for them to share with their staff so they can be informed of any changes.

Approved By: Susan Knapp (CHIEF NURSING OFFICER I)	
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