



COUNTY OF YOLO

HEALTH AND HUMAN SERVICES AGENCY

POLICIES AND PROCEDURES

SECTION 5, CHAPTER 11, POLICY 005


NEW ORDERS FOR MEDICATIONS

- A. PURPOSE:** To provide prescribing providers of Yolo County Health and Human Services Agency (HHSA) with guidelines for providing medication support services through ordering medications for those clients who require psychiatric medication(s) to maintain stability in the community; and to inform prescribers of HHSA's requirements for ensuring safe prescribing practices, effective distribution, storage, usage, and monitoring of prescribed drugs in accordance with state and federal laws.
- B. FORMS REQUIRED/ATTACHMENTS:** N/A
- C. DEFINITIONS:** N/A
- D. POLICY:** HHSA shall provide medication support services through the ordering of medications for those clients served by HHSA who require psychiatric medication(s) to prevent decompensation or deterioration in condition and maintain stability in the community. Orders for medications shall be prescribed only by a person lawfully licensed and authorized to do so. HHSA recognizes psychiatrists, nurse practitioners, and physician assistants as authorized to order medications in this setting.
- E. PROCEDURE**
1. Clients who require or request medication support services will be scheduled for an intake assessment to first determine if medical necessity is met and if HHSA's level of care is appropriate. If determined that a client meets medical necessity and would benefit from treatment with medication(s), the client will be scheduled with a psychiatrist, nurse practitioner (NP), or physician assistant (PA).
 2. The psychiatrist/NP/PA will review the clinician's mental health assessment and conduct an initial psychiatric evaluation to further assess for appropriate medication options.
 3. All orders for medications will be prescribed by a licensed person lawfully authorized to prescribe medications, as recognized above. Medication orders will be completed in Order Connect, except in cases where a written prescription is required or Order Connect is unavailable.
 4. All medication orders shall be accompanied by a medication consent that is electronically signed in Avatar. Order Connect will capture the ordering provider's name and credentials along with a date stamp.
 5. All medication orders shall include the following information:
 - a. Client's name and date of birth

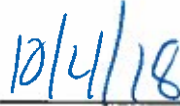
- b. Name of medication(s)
 - c. Dosage
 - d. Route of administration
 - e. Amount to be taken
 - f. Frequency of administration
 - g. Quantity to be dispensed
 - h. Number of refills
 - i. Order date
6. New orders for medications that are received verbally are legally allowed, provided that they are received only by persons lawfully authorized to do so. Verbal orders for medications may be received by licensed pharmacists, licensed/registered nurses, physicians, or licensed psychiatric technicians.
7. Verbal orders will be recorded in the client's medical record immediately by the person taking the order, and will be read-back to the ordering prescriber for verification. The name of the person receiving the verbal order will be captured in the medical record. Verbal orders shall contain the following information:
- a. Client's name and date of birth
 - b. Name of medication(s)
 - c. Dosage
 - d. Route of administration
 - e. Amount to be taken
 - f. Frequency of administration
 - g. Quantity to be dispensed
 - h. Number of refills
 - i. Time and date of order

F. REFERENCES: N/A

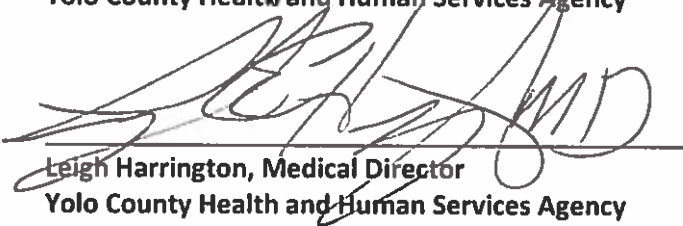
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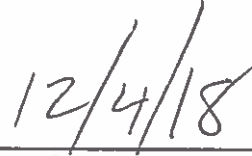
Karen Larsen, Director
Yolo County Health and Human Services Agency



Date



Leigh Harrington, Medical Director
Yolo County Health and Human Services Agency



Date