

San Bernardino County Department of Behavioral Health

CLIENT PHARMACEUTICAL LOG INSTRUCTIONS

MHP CONTRACT, EXHIBIT A, ATTACHMENT 1, SECTION 4.L.10

The Department of Behavioral Health (DBH) is committed to adhering to regulations and/or state requirements regarding the storage of medications. All medications shall be recorded by authorized medical staff. Below is an example of how the log is to be completed:

Example:

Date Received	Client Name	Medication Name (If medication is unidentified, please indicate as UNK)	Medication Strength (if unknown, please indicate as UNK)	Quantity	Lot/Vial Number (if unknown, please indicate as UNK)	Receiving DBH Staff Printed Name	Date Wasted	Wasting DBH Staff Printed Name
	Medical Record Number					Signature of Receiving DBH Staff		Signature of Wasting DBH Staff
07/01/14	Donald Doe	Abilify	15mg	27 tablets	F12245	Suzy Que	08/01/14	Jane Doe
	1234567					<i>Suzy Que</i>		<i>Jane Doe</i>
1	2	3	4	5	6	7	8	9

Step	Action
1	Enter date DBH received medication
2	Enter the name and medical record number of the client who brought in the medication
3	Enter the name of the medication if known
4	Enter the strength of the medication, if known
5	Enter the quantity received (i.e. 27 tablets)
6	If medication in the packaging, enter the lot or vial number located on the bottle/box on the log
7	Write your name on top line and sign your name on the bottom line if you are the person logging in the medication
8	Enter date medication has been wasted according to the Medication Disposal Procedure.
9	Write your name on top line and sign your name on the bottom line if you are the person wasting the medication and following the Medication Disposal Procedure.