San Bernardino County
Department of Behavioral Health

MEDICATION FROM PHARMACY LOG

MHP Contract, Exhibit A, Attachment 1, Section 4.L.10

Incoming						Outgoing		
Medication Name	Client Name / Medical Record Number	Medication Strength / Quantity	Date Ordered / Date Received	Lot/Vial Number	Ordering Doctor / Receiving DBH Staff Printed Name	Administered/Dispensed*		
						Dose Given	Date	DBH Staff Name Printed / DBH Staff Signature

*Please document in the chart on the Outpatient Medication Record date, quantity and route of administration, or if returned to the pharmacy in the case of medication discontinuance, patient's refusal or case closed, etc.

San Bernardino County
Department of Behavioral Health

MEDICATION FROM PHARMACY LOG INSTRUCTIONS

MHP Contract, Exhibit A, Attachment 1, Section 4.L.10

The Department of Behavioral Health (DBH) is committed to providing necessary medication to the clients we serve. All medications shall be recorded in and recorded out by authorized DBH medical staff. Medication is delivered by mail except the Risperdal Consta, which may be picked up directly from the pharmacy as needed. All packing slips shall be checked for accuracy and/or discrepancies and reconciled with the actual medication received and recorded in to the medication log books prior to medication placed in the storage cabinets or refrigerator. See W&I Code 5328. Below is an example of how the log is to be completed:

Example:

	Incoming					Outgoing		
Medication Name	**Client Name** / **Medical Record Number**	**Medication Strength** / **Quantity**	**Date Ordered** / **Date Received**	**Lot/Vial Number**	**Ordering Doctor** / **Receiving DBH Staff Printed Name**	**Administered/Dispensed***		
						Dose Given	**Date**	**DBH Staff Name Printed** / **DBH Staff Signature**
Haldol Decanoate	Jane Doe	50 mg	7/1/14	12345	Dr. Doe	3 x 1-mL	8/2/14	Suzy Que
	12345	(2) 3 x 1-mL	7/3/14		Suzy Que			*Suzy Que*
1		2	3	4	5	6	7	8

Step	Action
1	Enter the name of the medication
2	Enter the strength and quantity received (i.e. 20 mg/1bottle of 30 tablets etc.)
3	Enter the date ordered on the top line and the date received on the bottom line
4	Verify the lot or vial number located on the box matches the lot or vial number on the packing slip and enter on the log
5	Enter the Doctor who ordered the medication on the top and the name of the staff member logging in the medication on the bottom
6	Enter the dose given (i.e. 1 tablet)
7	Enter the date when the medication is administered or dispensed to DBH client
8	Write your name on the top line and sign your name on the bottom line when administering/dispensing medication

NOTE: DISCREPANCIES OR MISSING MEDICATION SHALL BE IMMEDIATELY REPORTED TO THE DBH CLINIC MEDICAL DIRECTOR OR DESIGNEE AND CLINIC SUPERVISOR FOR REQUIRED ACTION.