

INTERIM INSTRUCTION NOTICE #16-001

December 7, 2016

SUBJECT: e-Prescribing Chart Documentation

DISTRIBUTION: All Department of Behavioral Health (DBH)

OBSOLETE: Upon completion of related policy and/or procedure

Effective Date December 7, 2016

From DBH Quality Management

Introduction This Interim Instruction Notice (IIN) will provide guidelines for psychiatry personnel involved in electronic prescribing (e-Prescribing) to maintain chart documentation standards required by various governing authorities, including, but not limited to, Department of Health Care Services (DHCS) and Centers for Medicare and Medicaid (CMS).

Note: This IIN does not change documentation procedures for Registered Nurse (RN) or Licensed Psychiatric Technician (PT) personnel.

Outpatient Chart Manual Requirements Department of Behavioral Health's (DBH) Outpatient Chart Manual (OCM) outlines chart documentation requirements to which provider staff must adhere. Regarding the prescription of medication, the OCM (page 103), lists the following as required elements for the Outpatient Medication Record (OMR):

- Date;
 - Time;
 - Medicine*;
 - Dosage/Strength (for example 150 mg – 1.5cc:100mg/cc)*;
 - Frequency*;
 - Route/site of entry;
 - Number of tablets on hand;
 - New amount prescribed*;
 - Refills*; and
 - Signature.
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Outpatient Chart Manual Requirements (continued)

*Elements annotated with an asterisk are typically listed on the Detailed Medication and Allergy Report (DMAR) and do not need to be duplicated. Non-asterisk elements must appear on the OMR.

Injectable Medications: Receipt of injectable medications shall be documented in the appropriate log book and on an interdisciplinary note, if for a specific patient. All injectable medications will be documented on the OMR and appropriate log at time of administration. After any injectable medication is given, nursing staff will immediately record the administration on the OMR, including the site code and print/sign their name. This helps to ensure the safety of the patient and promotes accurate recordkeeping.

Oral Medications: Receipt of oral medications shall be documented on the appropriate medication log and on an interdisciplinary note, if for a specific patient. Dispensing of oral meds shall be documented on the appropriate medication log and on an interdisciplinary note.

Important Notes:

1. For intramuscular administrations, it is critical to include the time and site of the injection.
 2. A notation regarding the client's ability to manage his/her own medications must be made at the bottom of each OMR.
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Guidelines/ Instructions

In order to utilize the e-Prescribing system and generate documentation which is fully compliant with current DBH standards, the following guidelines apply to Psychiatry staff only:

1. For items addressed on the DMAR, the following reference must be entered on the OMR exactly as written in the label template, provided below. (The first date entry is the OMR entry date. The second date entry is the DMAR entry date.):

| |
|--|
| __/__/__ Please see the __/__/__ "Detailed Medication and Allergy Report" for a complete list of medications prescribed, dosages, frequencies, amounts prescribed and refills. |
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This reference shall be accompanied by the physician's signature. The identical information will not need to be entered by hand on the OMR. The DMAR, however, will also need to contain in legible format the physician's name, title, and signature.

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Guidelines/ Instructions (continued)

2. Any required elements not addressed on the DMAR must be entered on the OMR.

Example:

- a. Date of Service;
 - b. Route/site of entry, when not clear on the DMAR;
 - c. Number of Tablets on Hand (addressed in some manner, if unknown, stated as such);
 - d. Attestation regarding "Patient able to handle own medications?" and physician signature; and
 - e. Physician signature on each service date entry.
3. All medications prescribed by a DBH physician shall be included on the DMAR. If a physician experiences difficulty entering the controlled substances prescribed into the DMAR, the physician must:
 - a. Report the inability to include medication in DMAR to Information Technology (IT) **and**
 - b. Print out the DMAR with the medications included and handwrite any additional medications (controlled substances) onto the hard copy DMAR report.

Questions

Questions on this procedure shall be directed to the Quality Management Division at DBH-QualityManagementDivision@dbh.sbcounty.gov.
