POLICY

It is the policy of this Community for Physician Orders to be complete, specific to the individual Resident and processed in a timely manner. The Physician Orders will be reviewed, using quality assurance checks with LN and/or Executive Director oversight.

PROCEDURES

Move-in Orders:
- Obtain and review a complete set of initial Physician Orders, signed by a locally established physician or other legally authorized practitioner, prior to move-in and maintain them in the resident record.

Standing Orders:
- The initial move-in Physician Orders include a list of standing orders comprised of commonly used, as-needed medications and instructions for their use, as well as basic first aid treatments for review and signature by a legally authorized practitioner prior to move-in.
- Signed standing orders will be maintained in the Resident record and periodically reviewed by a qualified person.

New Orders:
- All medication and treatment orders will be carried out as prescribed.
  - Consider faxed orders with a physician/practitioner signature the same as written orders, and forward the fax to the pharmacy.
  - The physician/practitioner must call any verbal orders in to the pharmacy or, if the Community is responsible for treatment, use the Community/Physician Communication form to receive any orders.
- Changes in ordered medication will be made by appropriate health care practitioners only.
- Maintain current physician’s orders in the individual Resident’s record.
- A qualified person will periodically review the Resident’s medication and treatment orders.
- The staff member assisting with/administering medications or treatments will notify the ordering health care professional of resident refusals of ordered medications and treatments, per health care providers’ notification preferences.
Physician Order Recapitulations (recaps)

- The Community’s contracted pharmacy or pharmacy designated to provide medical records will generate Physician Order recaps by no less than every 90 (ninety) days, for all residents receiving medication assistance from Community staff, as well as those who self-administer their medications, and will process them as follows:
  - Residents receiving assistance with medications;
    - The RCC or LN will review recaps to ensure accuracy, and will then mail them to each resident’s primary physician or legally authorized practitioner for review and authorizing signature, and return to the Community.
  - Residents who self-administer their medications:
    - The RCC or LN will mail recaps to each resident’s primary care physician or legally authorized practitioner with a request for updates and/or any changes, authorizing signature, and return to the Community.
  - Once the signed recaps are returned, the RCC or LN will review them for any changes to the current orders, fax them to the contracted pharmacy, and then place them in the Resident’s record.

FORMS
Physician Move-In Order
Physician Communication Form
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