

THE COUNSELING SOURCE, INC.

POLICY AND PROCEDURE

TITLE: Pharmacotherapy – Record Keeping

PURPOSE: To ensure appropriate documentation of prescription and non-prescription medications is readily accessible for the safety of the persons served.

POLICY: The Medical Director will maintain documentation of prescription and non-prescription medications and have the information readily accessible to appropriate personnel to ensure the safety of the persons served.

PROCEDURE:

- Information regarding the medication prescribed is documented on the Form SQ-04-080 as follows:
 - Manufacturer's name and/or the generic name
 - The dosage
 - The route through which this medicine is provided
 - The frequency.
 - The number of pills.
 - The number of refills.
 - An identification of whether this is a new or a continuing medication.
- Any discontinued medications, including the rationale for discontinuation will also be documented on the Form SQ-04-080.
- The Form SQ-04-080 will be signed by the prescribing psychiatrist and records are kept within The Counseling Source.
- All nonprescription medications should also be assessed to determine the possibility of potential interactions.

REFERENCED STANDARDS AND REGULATIONS:

Ohio Department of Mental Health Administrative Code 5122
CARF Behavioral Health Standards Manual

EFFECTIVE DATE: 8/3/2004

REVIEWED: February 2018