

# **THE COUNSELING SOURCE, INC. POLICY AND PROCEDURE**

TITLE: Pharmacotherapy - Access to Services

PURPOSE: To ensure appropriate access and administration of medication.

POLICY: The Counseling Source, Inc. will work in conjunction with the Medical Director to coordinate Pharmacotherapy Services to the clients served.

PROCEDURE:

- Access to Pharmacotherapy services is provided through direct referral from counselors within the system of The Counseling Source, the client and the client's guardian, a relative, a physician, or designated school staff.
- The continuity of the Pharmacotherapy service is determined solely by the team that is composed of the guardian, the client, the counselor, if applicable, and the physician.
- The medication plan is integrated into the overall treatment plan in coordination with the treating counselor if there is one assigned to the case. It stands alone if there is no counselor involved.
- There is identification and documentation of drug reactions initially provided on form SQ-04-080 in the presence of the client and the client guardian. The actions to follow, in the case of an emergency, are provided directly to the client's guardian who then gives permission to the school to which the client attends, through a nurse or through a guidance counselor. Access is also provided to the counselor who has access to the physician. The emergency number is provided on a business card, allowing access to the physician 24 hours per day, seven days per week, and 365 days per year through the answering service provided on the business card. That answering service number is identified as "emergency." Further access is provided through an 800 number, which addresses the need to provide essentially a free access to the physicians through The Counseling Source, itself.

REFERENCED STANDARDS AND REGULATIONS:

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

EFFECTIVE DATE: 8/23/2004

REVIEWED: February 2018