

THE COUNSELING SOURCE, INC.

POLICY AND PROCEDURE

TITLE: Pharmacotherapy – Administration and Compliance

PURPOSE: To ensure that Pharmacotherapy Services are provided in compliance with all applicable laws and regulations.

POLICY: The Medical Director will adhere to all applicable laws and regulations and maintain written policies and procedures for prescribing, dispensing or administering medications.

PROCEDURE:

- A physician licensed within the State of Ohio, who is in good standing with the State of Ohio, its medical board, and its local jurisdiction, will prescribe medication. All local, state, and federalized regulations pertaining to medication and pertaining to controlled substances must be followed by this physician who is under the governance of the Ohio board that oversees medical physicians.
- There is an ongoing review of the past use and present use of medication. That review includes the following:
 - Identifying the number of pills remaining within a prescription provided;
 - The number of refills connected to that prescription;
 - The effectiveness of the medication;
 - Any side effects (both in the initial assessment as well as an ongoing assessment).
- Allergies and adverse reactions are identified in the initial form, SQ-04-080. They are reviewed with each face-to-face contact. They are documented in a non-face-to-face contact if that information is provided through the physicians on form SQ-04-110.
- Coexisting medical conditions are reviewed. Physicians who are concurrently treating the client are identified and efforts are made to coordinate provision of treatment in the form of Pharmacotherapy with the other prescribing physician. The clients within this program are minors with the exception of some 18 year olds or older school students. Therefore, a guardian must provide permission in accordance with HIPAA in order to share information.
- In the event of female clients who are pregnant, coordination with the involved obstetrician is maintained and documented. It is a coordinated effort to provide medicine if absolutely necessary and to otherwise provide a non-medication report, if possible.
- Poison Control Center information is provided through the answering service number on the business card shared with the client and the client's guardian. That number is connected to the Atrium Medical Center which has access to Poison Control information.
- Special dietary needs and restrictions are discussed and particularly in reference to such illnesses as juvenile onset diabetes mellitus or any other special-needs dietary conditions.
- Necessary laboratory studies or tests are documented on form SQ-04-080 as well as SQ-04-110.

REFERENCED STANDARDS AND REGULATIONS:

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

EFFECTIVE DATE: 8/23/2004

REVIEWED: March 2018

Percy D. Mitchell, Jr., M.D., Medical Director

David F. Turner, Ph.D., Executive Director