

BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

Chapter: 6	Medication Management		
Section: 1	Operational		
Topic: 10	Reconciliation of Medications		
Page: 1 of 4	Supersedes Date: Pol: Proc: 10-10-18, 2-16-10, 11-19-09, 9-16-08, 8-15-06, 11-17-05	Approval Date: Pol: 11-17-05 Proc: 8-31-2021	<hr style="width: 80%; margin: 0 auto;"/> <i>Board Chairperson Signature</i> <hr style="width: 80%; margin: 0 auto;"/> <i>Chief Executive Officer Signature</i>
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Policy

It is the policy of Bay-Arenac Behavioral Health (BABH) to be fully committed to carrying out its services in a manner consistent with its Mission, Vision, Values, and Strategic Plan to include ensuring the safety of consumers as it relates to adverse drug events.

Purpose

This policy and procedure is established to provide protocols to ensure a process is in place to reconcile consumer medications in the appropriate service areas, to include intake, discharge and/or transfer of a consumer to another service area, either internal or external.

Applicability

- All BABH Staff
- Selected BABH Staff, as follows: Clinical Management, Ancillary Care (RN, Psych., etc.), Primary Care (Case Mgmt., SC, OP, ES)
- All Contracted Providers: Policy Only Policy and Procedure
- Selected Contracted Providers, as follows: Clinical Support Providers, Licensed Independent Practitioners, Primary Care/Outpatient Providers, and Residential Providers
- Policy Only Policy and Procedure
- BABH's Affiliates: Policy Only Policy and Procedure
- Other:

Definitions

CMH Medication – Medications prescribed by BABH prescriber within electronic health record.
 Non-CMH Medication—Medications self-reported or confirmed through coordination of care with other providers (primary health care physician or specialists). These also include over the counter medications, vitamins, or herbal supplements. These also include medications prescribed by an external contracted prescriber site.

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Procedure

1. All consumers at BABH service and contracted sites will have the medications they report reviewed with them upon intake and at least annually by the primary clinician, utilizing the clinical assessment, nursing assessment when applicable, and most current clinic nursing documents within the electronic health record. The BABH prescriber may also reconcile medications within the Psychiatric Evaluation or Medication Review Forms.

2. BABH clinic provider sites will continually review medications with the consumer when receiving physician health services.
 - a. Medications to be reviewed with the consumer will include all CMH and Non-CMH medications.

3. Each BABH provider and contracted site will keep a current list of the consumers' CMH medication history utilizing an appropriate methodology (e.g., medication prescribing software system's history list of medications) and maintain this under the medications area of the medical record.
 - a. Specialized Residential providers will have the ability to access the consumers medication history through the electronic health record.

4. All prescribed medications and over the counter medications, to the best of our knowledge, will be listed on the Termination/Transfer/Program Exit form when a consumer is being discharged or transferred to another service and forwarded with the medical record, as appropriate.

5. As appropriate, a copy of the list of all known and reconciled medications from the Transfer Program Change/Discharge form will be offered to the consumer upon discharge from the Agency. They can also be forwarded to the known primary care provider, or the original referring provider or a known next provider of service during the coordination of care process as indicated for transfer of care.

6. In the event the consumer's prescriber needs information from the Primary Care Physician in regard to "best practice" standards when prescribing medications, he/she will be responsible to communicate concerns and/or questions with the Primary Care Physician.

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Attachments

N/A

Related Forms

Clinical Assessment (EHR)
 Assessment for External Providers (EHR)
 Nursing Progress Note (EHR)
 Clinic Visit Note (EHR)
 AIMS Form (EHR)
 Current COC documents (EHR)
 Nursing Assessment Electronic Form (EHR)
 Termination/Transfer/Program Exit Form (EHR)
 Medication History (scanned document maintained by residential providers) (EHR)

Related Materials

N/A

References/Legal Authority

Patient Safety and Quality: An Evidence Based Handbook for Nurses
 Chapter 38 Medication Reconciliation
<https://www.ncbi.nlm.nih.gov/books/NBK2648/>

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SUBMISSION FORM				
AUTHOR/ REVIEWER	APPROVING BODY/COMMITTEE/ SUPERVISOR	APPROVAL /REVIEW DATE	ACTION (Deletion, New, No Changes, Replacement or Revision)	REASON FOR ACTION - If replacement list policy to be replaced
M. Bartlett	MMPRC	09/16/08	Revision	To meet the 2009 NPSG's
M. Bartlett	M. Bartlett	09/02/09	Revision	Reviewed only/forms added
M. Bartlett	Supervisor Committee	11/19/09	Revision	Updated to reflect the actual process in place
M. Bartlett	MMPRC	02/16/10	Revision	Revised to meet CARF consultation
		06/01/15	No changes	Triennial review
S. VanParis	A. Folsom	10/10/18	Revision	Updated to reflect current process and definitions-Triennial Review
S. VanParis	HCP	8/31/2021	Revision	Triennial review-added med history is now available in chart for homes/providers to access.
S. Van Paris	HCP	8/21/24	No changes	Triennial review