

**DEPARTMENT:** Pharmacy

**POLICY & PROCEDURE:** PS-140

**SUBJECT:** Dispensing: Verification/Clarification of Orders

**PURPOSE:** To ensure safe and effective prescribing, ordering, preparation, and dispensing of medication within Frances Mahon Deaconess Hospital

**RESPONSIBILITY:** Pharmacy, Nursing

**POLICY:**

The pharmacist will review each order for medications. An exception is made for situations in which a licensed independent practitioner with appropriate clinical privileges controls ordering, preparation and administration, such as in Endoscopy, Surgery or during cardio-respiratory arrest. When questions arise, the prescriber will be contacted for clarification by the pharmacist.

**PROCEDURE:**

1) INCOMPLETE ORDERS

- a. "Continue home meds" or "Resume previous orders" are not legitimate, complete orders and shall be clarified.

2) VERIFICATION/CLARIFICATION OF DRUG ORDERS

- a. If there is any question regarding a drug prescribed, dose, or strength (e.g., very high or very low), administration frequency, or dosage interval, a nurse or pharmacist shall contact the prescriber. Questionable orders shall be verified/clarified prior to dispensing the drugs. The pharmacy may send a facsimile with clarifications that are permanently placed in the patient's chart or receive a verbal clarification.

3) CHANGES IN DRUG ORDERS

- a. All changes in drug orders require the approval of an authorized prescriber.

4) DOCUMENTATION OF VERIFICATION/CLARIFICATION

- a. Verifications/clarifications of drug orders shall be documented in the patient chart. The response to the verification/clarification shall be noted.