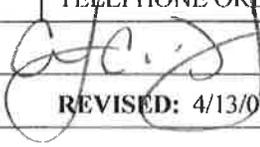


<p style="text-align: center;">POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER D-02.2</p>	<p style="text-align: center;">PAGE NUMBER 1 of 2</p>
	<p>RELATED NCCHC/ACA STANDARDS: P-D-02, J-D-02/4-4378, 4-4382 (ESSENTIAL)</p>	
<p>CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES</p>	<p>SUBJECT: TRANSCRIPTION OF MEDICAL AND TELEPHONE ORDERS</p>	
<p>APPROVED BY THE COMMISSIONER:</p>		
<p>EFFECTIVE DATE: 11/14/09</p>	<p>REVISED: 4/13/09; 4/23/2010</p>	
<p>APPROVED FOR PUBLIC RELEASE</p>		

- I. AUTHORITY: Bureau of Correctional Healthcare Services
- II. PURPOSE: Medications prescribed by the practitioner are received and administered to the offender in an accurate and timely manner.
- III. APPLICABILITY: All Department of Correction (DOC) employees and vendor staff, offenders, and any outside healthcare provider servicing DOC offenders.
- IV. DEFINITIONS: See glossary.
- V. POLICY:
 1. Medication orders will be recorded on the Physician Order form.
 2. The practitioner will flag the offender medical record to alert nursing staff of new medication orders.
 3. Medication orders are to be transcribed as soon as possible, but no later than the end of the shift during which the order is written. Transcribed orders will be annotated to indicate the order(s) have been noted and the transcribing nurse's signature, title, date and time will be recorded.
 4. The medication order is transcribed from the Physician Order form to the offender's Medication Administration Record.
 5. Telephone orders will be documented on the Physician Order form and will include the date, time of order, name of medication, dosage of medication, administration frequency, duration of therapy, notation order was by telephone, ordering physician name, and name of licensed staff receiving order.

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6. Telephone orders will be counter-signed by the ordering practitioner within 72 hours. If the ordering practitioner is unavailable another provider may sign on an order. In the event of a disagreement with the telephone order the provider may discontinue the telephone order and write a new order, if necessary.

References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2008, P-D-02.

National Commission on Correctional Health Care: Standards for Health Services in Jails, 2008, J-D-02

American Correctional Association: Standards for Adult Correctional Institutions, 4th Edition, 2008 Supplement.
4-4378

STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER D-02.2	PAGE NUMBER Review Addendum
SUBJECT: TRANSCRIPTION OF MEDICAL AND TELEPHONE ORDERS		

I have reviewed this policy and it is scheduled to be incorporated into the BCHS Policy D-01
Pharmaceutical Operations.

Vincent F. Carr

Acting BCHS Bureau Chief
Vincent F. Carr, DO, FACP

6/10/10

Date