NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES
POLICY AND PROCEDURE

SUBJECT: TAMPER PROOF PRESCRIPTION BLANKS

NUMBER: NN-MM-33

ORIGINAL DATE: 07/3/08

REVIEW/REVISE DATE: 3/17/11

APPROVAL: Rosalyne Reynolds {s}, Agency Director

I. PURPOSE:

The purpose of this policy is to ensure that Northern Nevada Adult Mental Health Services (NNAMHS) complies with the Federal Medicaid regulation requiring all prescription blanks to be tamper proof, copy proof and traceable when ordering medications for all Medicaid outpatients and discharged inpatients.

OUTPATIENT PROCEDURES:

1. Informing the Prescriber of Medicaid Eligible Consumer

   a. A neon orange form that states “This Consumer Has Medicaid” will be placed in the consumer’s chart with additional orange forms available to administrative assistants in the outpatient clinic for charts that do not already have one. This form is located in the front of the medical chart. This will alert the prescriber that the consumer is Medicaid eligible and prescriptions must be written on the Tamper Proof Prescription blanks.

b. The administrative assistants receive a daily report indicating consumers who receive Medicaid. Administrative assistants will check the list daily and ensure that there is an orange form in the chart. If there is no orange form in the chart, the administrative assistant will place one in the chart. This orange form will remain in the chart until the consumer is discharged from the clinic. At the same time a stamped blank sheet of paper will be placed in the prescriber's order section of the chart for prescription (Rx) copies to be placed.

c. The prescriber may ask the consumer if they have prescription coverage. If the consumer indicates they have Medicaid and there is no orange form in the chart, the prescriber will tell the administrative assistants.

2. To ensure a copy of the prescription is in the consumer's chart, the prescriber will tape the copy of the prescription to the stamped letter size paper in the chart. If missing, a blank sheet of paper with the consumer's name and medical record number written at the bottom, with the prescription copy attached will be placed loosely in the chart for H.I.S. to file. The prescriber or their designee may also phone or fax the Rx to the appropriate pharmacy. When a telephone prescription has been completed, the prescriber will document this on the Medicaid prescription blank and the copy placed in the consumer's chart. The original can them be destroyed.

3. Accountability of Blank Prescription Forms

a. The outpatient pharmacy staff will distribute the Rx blanks to all prescribers.

b. The RX blanks are numbered for tracking.

c. The prescriber and the RX blank numbers will be documented for security reasons and accountability by the pharmacy staff.

d. The log sheets will be kept in the outpatient pharmacy for (2) years.

III. INPATIENT PROCEDURES

1. All discharge prescriptions for consumers who have third party coverage, will be written on the tamper proof RX blanks.