NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)
POLICY AND PROCEDURE

SUBJECT: SUMMARY LIST

NUMBER: NN-IM-MR-21

ORIGINAL DATE: 06/04/98

REVIEW/REVISE DATE: 10/18/01, 12/02/04, 01/03/08, 12/16/10, 11/21/13

APPROVAL Cody L. Phinney, Agency Director

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I PURPOSE

To establish a mechanism to promote continuity of care by documenting the most significant medical and psychiatric conditions, allergies, and a comprehensive listing of all medications prescribed including, Over The Counter (OTC) meds, that the consumer is taking.

II POLICY

NNAMHS will maintain records for each consumer admitted to the outpatient medication clinic including a list of significant past and present diagnoses, surgical procedures, drug allergies and medications.

III REFERENCES

1. The Joint Commission Comprehensive Accreditation Manual Organizations, Information Management Chapter.
2. NNAMHS Policy NN-MM-30 Medication Reconciliation.
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IV PROCEDURE

A. The Summary List (MR-171) will be initiated no later than the second visit to outpatient medication clinic and will include information obtained from the consumer interview, previous records, records obtained from other health care providers, and other sources as appropriate.

B. The Summary List will include known:
   1. Significant psychiatric/medical diagnoses and conditions, past and present.
   2. Significant surgical and/or invasive procedures.
   3. All medications, including current prescriptions, over-the-counter drugs and herbal preparations.
   4. Adverse and allergic drug reactions

C. Admitting staff, which includes nurses, Advanced Practice Registered Nurse (APRN)'s and psychiatrists are responsible for maintaining and updating the form. The psychiatrist/APRN has ultimate responsibility for completion of the form and reconciling medications.

D. Active problems identified on the Summary List must be included on the problem list and addressed in the consumer's plan of care.

E. The form will be filed as the first page under the Physician Orders/Progress Notes tab in the outpatient record.