

# Medication Policy & Procedure

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## Policy

This policy outlines the guidelines for of prescription medications for clients . The shelter has a responsibility to keep all prescription drugs locked cabinet. These medications should only be made available are prescribed. Clients are responsible to administer their own medications. The following is intended consistent approach to medication storage and distribution .

## Procedure

Medications are the property of the client and therefore medication is the responsibility of the client.

- Medications will be in either a vial or dosette format, properly labelled with pharmacy, and physician.
- Each client's medication will be stored in an individual labelled bin within a drawer in the front office.
- There will be access to a refrigerator for storage of medications refrigeration.
- If staff or client notices errors to the dosette, return dosette to immediately.

# Policies And Procedures For A Doctors Office

**Robyn Adkins, Leila Chambers**



## **Policies And Procedures For A Doctors Office:**

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dynamic suite of learning resources designed to train medical assisting students in the administrative and clinical skills they will need in today's rapidly changing health care environment. This edition has been updated to include the most current American Association of Medical Assistants (AAMA) curriculum standards for medical assistants in all three domains: cognitive, psychomotor, and affective. These standards are required for the Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs.

*Medical Economics* Harrie Sheridan Baketel, 1978-07

Operating Policies and Procedures Manual for Medical Practices Elizabeth W. Woodcock, Bette A. Warn, 2006. This popular bestseller is an easy-to-use manual complete with customizable medical office policies. Covering more than 100 of today's most pressing events, this manual helps practice administrators and managers set procedures and policies for managing operational, financial, and risk issues, as well as personnel, disaster planning, and exposure control.

*The Credentialing Handbook* Sheryl Deutsch, Sheryl K. Deutsch, Christine S. Mobley, 1999. The Credentialing Handbook provides comprehensive plain English guidance to understand and master the provider credentialing process in any health care setting. With sample forms, checklists, flowcharts, and correspondence, this practical guide walks you through every aspect of effective credentialing, appointment, and recredentialing. You will learn key steps in the credentialing process, about express credentialing models, how to credential allied health practitioners, typical time frames, and tracking systems, pros and cons of delegating credentialing, plus more.

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