

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: APPROVAL OF MEDICATION REFILLS BY NURSING STAFF

Policy #: 5.28

Prepared by:

Revision #:

Approved by: Board of Directors

Effective Date: 7/24/2015

5.28 Approval of Medication Refills by Nursing Staff

OBJECTIVE:

To detail circumstances in which nurses may call prescriptions to the pharmacy and to ensure accurate prescribing.

PROCESS/PROCEDURE:

The nursing staff, as designated by a provider, may authorize routine medication refills if the following criteria are met:

- A. The expected **return date is documented** in the last note and the patient is not overdue for a follow-up appointment.
- B. The requested medication **matches exactly** the documentation in the electronic medication list.
- C. The medicine is **not a controlled substance**.

When a refill request is received, the nursing staff should first check the patient record to see if similar refill request is present. If so, add notations to already active refill request.

If no other request exists and all of the above criteria are met:

1. Generate a “Non-billable Encounter” in the chart with the appropriate provider as the “Examining Provider.”
2. Go to the medication list and “renew” the medication with enough refills to last until the recommended follow-up date.
3. Confirm that the patient has an appointment scheduled and remind the patient that refills will not be made after the recommended follow-up date.
4. The nursing staff will not “sign off” the encounter so that the encounter will appear on the provider’s list of “Encounters to Sign Off” for review and sign off.
5. If the request was generated by a call from patient, the patient should be notified that the request is complete.

If the above criteria are not met, the refill request should be forwarded to the provider for review as a “Phone Message.”

Any refill request over twelve (12) months old requires that the patient schedule an appointment with their provider. The nurse may not refill medications in this case.