

# STANDING DELEGATION ORDER

## MEDICATION REFILLS DURING PROVIDER ABSENCE



In the absence of a patient's usual provider and upon faxed request for refill authorization, HealthPoint nursing staff (including RN, LVN, CMA, MA) may authorize a month refill of chronic medications as outlined below.

1. Patient should be current on his/her follow-up visits as documented; the patient should have seen his/her usual provider within the past 6 months. For patients who have not seen his/her provider in the above timeframe, it is appropriate to refill the medication for 1 month or shorter timeframe and schedule the patient to see his/her usual provider within that time. For patients that do not follow-up during the set time frame, no further refills shall be authorized without a provider visit.
2. Unless the usual provider notes specifically in a patient's record, the following categories of medication MAY NOT be refilled without a provider visit:
  - Antibiotics
  - Diet Pills ( Meridia, Adipex-P, etc.)
  - Muscle Relaxants ( example: Flexeril, Skelaxin, Robaxin, Soma, etc.)
  - Narcotics (whether used for pain or cough) unless the use of narcotics has been documented by the provider for management cancer-related pain.
  - Sleeping Pills (example: Ambien, Xanax, Valium, Atvan, etc.)
  - Anxiety Pills (Xanax, Valium, Ativan, Klonopin, etc.)
  - Other controlled substances
3. Refills for medications that require specific monitoring (such as Coumadin or seizure medications) should be handled by an RN or other provider at the clinic site on the same day as the refill request is received. If this is not possible, the nursing staff member should contact the Medical Director on the same day as the refill request is received.
4. If unusual circumstances seem to apply that do not fit this procedure, the nursing staff member may contact the Medical Director to review the case and determine if a refill may be given.

This policy and procedure shall remain in effect for all patients of HealthPOiNT/BVCAA until rescinded or until December 31, 2016.

Medical Director's signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "A. Smith", written over a horizontal line.

Effective date: January 1, 2016