



New Admissions Policy and Procedure

POLICY:

All newly admitted residents will have their physician orders and transfer summaries evaluated by the pharmacy consultant upon admission to the facility

PROCEDURE:

- A.** The charge nurse who verifies and notes Admission Physician Orders is responsible to fax the following:
1. The Physician Order Sheet **(This is required.)**
 2. Copy of Patient Transfer Form **(if available)**
 3. Utilize the MEDICATION REVIEW REQUEST - FORM (EPIC-MRQ) or MEDICATION REVIEW REQUEST - FORM (EPIC-MRQ-SHORT) provided by the E.P.I.C. department and CHECK OFF **NEW ADMISSION.**
- B. DO NOT SEND (RESIDENT/ PATIENT) CHARTS OR MEDICAL RECORDS**
- C.** Send only **ONE** patient's information as a single transmission with the **PATIENT'S NAME** and **FACILITY NAME** clearly printed on **ALL** sheets. **DO NOT GROUP RESIDENTS TOGETHER.** Fax to:
- E.P.I.C. Department**
Fax: (732) 574-3469 or (732) 574-3926
- D.** Within 48 business hours of receipt, the E.P.I.C. Consultant Pharmacist will review the Physician Orders and Patient Transfer Form received and will fax or email a response including a request for action to be taken by the appropriate personnel.
- E.** A copy of the E.P.I.C. report will be placed in the appropriate section of the patient's chart.
- F.** When a response is requested from the attending physician, the facility will contact the attending physician noting the physician's response on the E.P.I.C. consult sheet. If the response is in the negative, the attending physician will indicate a short statement of the rationale for rejecting the recommendation.

KEY POINT:

The consultant pharmacist will have an opportunity to identify potential drug interactions or potential problems within **48** business hours.