A. GENERAL STATEMENT OF POLICY:

The department will have written policies and procedures which will be made available to all clinic personnel regarding the refills of medications for current patients.

B. SCOPE:

This policy will cover the Department of Surgery.

C. ADMINISTRATION:

This policy will be revised by the administrator and approved by the chairman.

D. TEXT:

Nurses for the Department of Surgery, including the General Surgery and Vascular Surgery divisions, may refill scheduled medications using the following guidelines:

1) The medication will be refilled as dictated in the medical record.
2) The patient has kept his/her appointments as scheduled.
   a. If a patient has missed (cancelled/no showed) an appointment contact the physician
3) The patient has been seen by the physician within the past 12 months.
4) No problems have been noted in the medical record with the medication.
5) Narcotic refill may be approved one time unless other specified by the physician.

Nurses are authorized to call in refills for the following medications:
Narcotics (Lortab, Darvocet, and Tylenol #3)
H-Pylori
Anti-nausea

Nurses for the Department of Surgery, Burn Clinic, may refill scheduled medications using the following guidelines:
1) The medication will be refilled as dictated in the medical record.
2) In the first three months following a burn injury, a patient can have pain medication refilled in order to get to the next appointment when the following guidelines are met:
   a. The patient has kept his or her appointments as scheduled
      i. If the patient has missed (cancelled/no showed) an appointment, contact the physician
   b. The medication is taken following the prescribed guidelines
3) After the first three months following a burn injury, the nurse can refill the medication one time and if that will not get the patient to the next appointment then the physician will need to be contacted.
4) No problems have been noted in the medical record with the medication.

Nurses for the Department of Surgery, ENT Clinic, may refill scheduled medications using the following guidelines:
1) The medication will be refilled as dictated in the medical record.
2) The patient has kept his/her appointments as scheduled.
   a. If patient has missed (cancelled/no showed) an appointment, contact the physician
3) The patient has been seen by the physician within the past 12 months.
4) No problems have been noted in the medical record with the medication.

Nurses are authorized to call in refills for the following medications:
Lortab, Floxin, Ciprodex, Rhinocort, Nexium, Protonix, Prilosec, and Clarinex for all physicians. For Dr. Marchbanks’ patients, all steroid or antihistamine nasal sprays, and antihistamines and decongestants may be refilled.

Nurses must obtain physician authorization to call refills for:
Antibiotics

Patients who have not been seen for follow-up appointments as scheduled will be notified of the necessity of an appointment before the refill will be issued; however, for necessary maintenance medications, the patient will be allowed one refill (for a maximum of 30 days supply) as a grace period to allow the patient to arrange an appointment within the department.

The nurse will document all refills and place the message in the chart to be signed by the physician, in order for the physician to be aware of the patient’s medication status.

Adherence to this policy is mandatory. Employees will be evaluated for compliance on the yearly performance evaluation. Any deviance from this policy will result in disciplinary action. Repeated non-compliance may result in termination from employment.

E. EARLY REFILLS/LOST PRESCRIPTIONS:

Narcotics which the patient reports as lost, stolen, spilled or running out early will be refilled at the physicians’ discretion. A police report must be filed with the police department and a copy of that report presented to the clinic. This does not guarantee a refill approval.

F. DISTRIBUTION
This policy and procedure should be distributed to all Department of Surgery Employees.
G. REVISION

It shall be the responsibility of the administrator and/or designee to indicate any revisions to this policy and it shall be the responsibility of the chairman to approve any revisions to this policy.