

Updating the MAR: A Checklist for SLPs

Starting a new medication

- ☐ Ask the medical provider to fax a copy of the order change to 802-888-7602.
- ☐ Confirm that the medication order is sent to the correct pharmacy.
- ☐ Update the service coordinator and guardian (if applicable) as soon as possible.
*Guardian approval is required for all 'psych' medication changes
- ☐ Send or fax a copy of the order to the service coordinator.
- ☐ Check the label of the medication when you pick it up. Does it match the order?
- ☐ Secure the new medication in your locked cabinet, box, or safe.
- ☐ Add the new medication to the MAR:
 - Use a new line on the MAR.
 - If the new medication replaces an old one, see '*discontinuing a medication*'.
 - Fill in the boxes for medication, strength, dose, route, and frequency using the new order.
 - Add the medication and start date under 'additional notes' on the back of the MAR.

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Discontinuing (stopping) a medication

- ☐ Ask the medical provider to fax a copy of the order change to 802-888-7602.
- ☐ Request a copy of the order change to take home.
- ☐ Confirm that the medication order is sent to the correct pharmacy.
- ☐ Update the service coordinator and guardian (if applicable) as soon as possible.
*Guardian approval is required for all 'psych' medication changes.
- ☐ Send or fax a copy of the order to the service coordinator.
- ☐ Write in D/C on the stop date and circle it. Draw a line through the date boxes to the end of the month.
- ☐ Add the medication and stop date under 'additional notes' on the back of the MAR.
- ☐ Write 'STOPPED' on the medication label and place it in a plastic bag to separate it from the other medications. If it is in a bubble pack, the pharmacy can assist in removing the medication or replacing the bubbles.
- ☐ Plan to discard the medication:
 - Alert the service coordinator if it is a controlled substance. They will help dispose of it.
 - Non-controlled medications may be disposed of at local pharmacies.

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Changing the dose of a medication

- ☐ Ask the medical provider to fax a copy of the order change to 802-888-7602.
- ☐ Request a copy of the order change to take home.
- ☐ Confirm that the medication change is sent to the correct pharmacy. Do you need a new supply?
- ☐ Update the service coordinator and guardian (if applicable) as soon as possible.
*Guardian approval is required for all 'psych' medication changes
- ☐ Send or fax a copy of the order to the service coordinator.
- ☐ Discontinue the old dose of the medication. **see instructions.
- ☐ Write the medication, strength, dose, route, and frequency on a new line.
- ☐ Draw a line before the 'start date' box. The next box is your start date for the new dose.
- ☐ Add the medication dose change date under 'additional notes' on the back of the MAR.
- ☐ If bubble packs are used the pharmacy may supply you with new ones.
- ☐ Plan to discard the old medication dose if it can no longer be used.
 - Alert the service coordinator if it is a controlled substance. They will help dispose of it.
 - Non-controlled medications may be disposed of at local pharmacies.