MEDICATION REMINDER BOXES

PROCEDURE

Objective: Fill the MRB accurately, safely according to written physician orders.

1. A licensed person or qualified manager who is a QMAP, must oversee a QMAP filling MRBs.

2. MRBs should be filled in a safe, quiet, secured area, free from interruptions from staff, clients and telephone.

3. Cross-checking the MRB label with the Physician Order Sheet and the MAR:

   a. The label on each MRB must be verified with the Medication Order Sheet and the MAR.
   b. Order sheet, MAR and MRB label must match exactly.
   c. The label on the MRB should reflect all information contained on the MAR, PLUS the number(s) of each medication to be placed in the MRB.
   d. Verify, and make any necessary changes before proceeding.

Check all MRBs prior to filling for cleanliness and good repair.

5. Wash hands before filling MRBs and between clients Do NOT handle pills with fingers. You may use gloves or rounded nose tweezers to transfer medications to bottle lid to MRB.

6. Fill the WIRB, one client at a time The MRB's should not be filled for more than one (1) week at a time to minimize mistakes (Regulations prohibit filling of MRB's for more than two (2) weeks at a time).

7. Using an organized system, each medication on the MRB label is filled, one at a time, until all medications for a client have been completed Count the number of medications in the MRB and compare to the MRB's label.

8. Document on the MAR the filling of the MRB, including date, time, initials, and signature.

The qualified manager should check the filling of the MRB's weekly during at least the first two (2) times the MRB's are filled by a new QMAP, or a QMAP who is a new employee.

10. ALWAYS ask for assistance when unsure of an order, a medication, a label or the procedure used in filling MRB's. You are responsible to know your agency's policies and procedures for filling and for administration of medications from MRB's.

11. Periodic cross-checking of the MRB label and the contents to the MAR should be done for accuracy.