



Start by reading the most current medication orders. Medication orders are legal, written directions for meds or treatments by a licensed prescriber. When we refer to the licensed person who writes the order, we use various titles: doctor, physician, provider, practitioner or prescriber- these various titles really describe who is writing the order- the “prescriber”. Orders can also be written for treatments and procedures such as laboratory blood draws, physical therapy, x-rays, etc. Just like any legal document, for medication orders to be valid, they need to include the prescriber’s signature, date and contact information (name/address/phone)

Prescriptions are outpatient orders with the same information, plus a prescription number that may look like this: Rx# 6759383. Look at the medication label to find this information.

When orders are received, they should be triple-checked by 3 staff to be sure all necessary information is included in the order (the #1-6 “rights”):

1. **R**esident name (1st most important!)
2. **M**edication (2nd most important!)
3. **D**ose (3rd most important!)
4. **R**oute
5. **T**ime
6. **R**easonthen there’s #7. Right to refuse/know and #8. Right documentation

A little memory trick to help remember:
Remember M Directions, plus Route Time, Reason

Think? : orders include complete info about who, what, where, when, why, how....and tell a story about ---who the med is for, what the med is, how much, where/when it’s given and why. All orders have a legal time limit on when they will expire according to their potential effects. Notice how meds with a **high** potential for danger have a **low** time limit to expire- this is for possession safety, both to the patient and the public.

Medication category, classification or purpose	Potential for Abuse or addiction	Order legally expires in:
Controlled/Schedule 2	high	1 month
Psychotropics	medium	3 months
Non- controlled, OTC (over the counter)	low	12 months

Knowing when the orders will expire helps to:

- reinforce your understanding of the reason for the med
- what effects to watch for
- avoid running out of stock

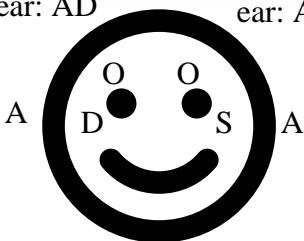
Types of med orders:

- Routine- med is taken daily, ongoing
- PRN- as needed, when resident asks for it
- Stat- immediately
- One-time- dose is taken only once
- gtt(s)= drop(s)
- Standing- list of general care/ comfort meds, such as Tylenol, Robitussin for cough, can be purchased OTC

Time abbreviations|

Q= every	AC= before meals
QD= every day/ daily	PC= after meals
BID= 2X day	HS= bedtime/ hour of sleep
TID=3X day	STAT= immediately
QID= 4X day	
QOD= every other day	
QH= every hour	

right-D eye:OD ear: AD
left-S eye:OS ear: AS



both:
eyes: OU
ears: AU

PO	BY MOUTH
PR	PER RECTAL
AC	BEFORE MEAL
PC	AFTER MEAL
Q	EVERY
Q4H	EVERY 4 HOURS
QD	1 x DAILY
BID	2 x DAILY
TID	3 x DAILY
QID	4 x DAILY
PRN	AS NEEDED
HS	HOUR OF SLEEP

ml= cc milliliters = cubic centimeters

Liquid unit	abbreviation	Metric amount
teaspoon	Tsp.	5 ml
tablespoon	Tbsp.	15 ml
ounce	Oz.	30 ml
Liter	L	1000 ml

drops: gtt(s)
with: c
without: s

Doctor order example:

Dr. John Donuts

Maine Health 22 Bramhall Street Portland, Me 04101 (207) 662-0111

Patient name: Ryan Lambert DOB: 2/14/80

Diagnosis: depression, hypertension

allergies: nuts, strawberries, carrots

1. Aripiprazole/ Abilify 5mg 1 tab PO QD for Depression
2. Metoprolol/ Lopressor 50mg 1 tab PO daily, hold if apical pulse below 60 BPM for Hypertension
3. Methylphenidate/ Concerta 20mg take 1 tab PO QD for ADD
4. Ciprofloxacin/ Cipro 250mg 1 tab PO BID X 3 days for Urinary tract infection
5. Acetaminophen /Tylenol 325mg tab give 2 tabs for total dose of 650mg PO PRN Q 6 hours as needed, not to exceed 4 doses in 24 hours, for fever/ pain
6. Prednisone 20mg PO QD X 3days, then 10mg PO QD X 3 days, then 5mg PO QD X 3 days, then stop for Pneumonia (this order should be written on 3 separate lines per dose)

Dr. John Donuts date: ____/____/____

DR. John Donuts

NPI# 1215941545- National provider ID# for licensed health care providers to prescribe meds

DEA# F91234563- Drug Enforcement Agency federal regulation ID# to prescribe controlled/ schedule2/ narcotics