

TRANSCRIPTION OF PHYSICIAN ORDERS

All physicians' orders must be documented in the camper's file and changes communicated as soon as possible to all involved with their implementation.

Procedure (example):

1. Orders are written by the physician (or nurse practitioner, if appropriate).
2. Verbal must be co-signed.
3. Nurse notes orders with date, time and name.
4. Nurse transcribes order onto Kardex.
(Make separate designations for new orders and orders which are discontinued, e.g. using different colored ink).
5. Turn order sheet sideways in chart and place in pharmacy box if new order includes medication change.
6. Pharmacy will carry out the order, change medication cards and return the chart to the file (assuming a formal pharmacy is present at camp).
7. If a corticosteroid is ordered, the ordering provider will include when the camper's response should be reviewed at medical rounds.
8. If a child needs to be examined, be sure that a note is put on the cabin medication carrier for the primary nurse to see.
9. Inform primary nurse of all new orders, either in person or by a short note posted on the cabin medication carrier.