

### **Medication Administration Program**

The medication administration program is offered as an additional service. The cost of the service is \$275.00 a month for eight or less routine medications and \$300.00 a month for nine or more routine medications. Medication management is included in 'Expanded Care Wing' fee. The charge is added to your monthly statement.

If it has been determined that a resident is not safely able to administer his or her own medication the resident will need to be placed on the Medication Administration Program.  
\_\_\_\_\_ (initial)

### **IMPORTANT POINTS TO REMEMBER**

1. A resident has the right to refuse or question any medication. We can encourage residents to take medication but we CANNOT force them.
  2. The management staff will periodically conduct safety checks of the residents' apartments to insure residents have current physician's orders for medication they are administering in their apartment, that medications have not expired, and that the resident is capable to safely self-administer their medication.
  3. All residents, whether on the program or not, must supply current signed physician orders, or prescriptions, for all new or discontinued medications.
    - Schedule II Narcotics – Residents being placed on the medication program must provide a copy of the schedule II narcotic prescription to the Medication Coordinator/designee prior to the residents lease signing. \_\_\_\_\_ (initial)
    - Residents being admitted to Libby Bortz ALC must provide current signed physician's orders or prescriptions prior to the resident's admission or re-admission to the Center.
    - Failure to provide current physicians orders or prescriptions prior to the resident's admission/re-admission could result in a delay in:
      - a) resident's admission or re-admission to the Center or
      - b) Resident being placed on the Medication Administration Program and family will be responsible to safe guard and administer the resident's medication until signed physicians orders are received or medication becomes available.
- \_\_\_\_\_ (initial)



4. It is Colorado State regulation that a current and complete list of medications be on file for every resident in the facility. This includes over the counter medications such as vitamins, Tylenol, aspirin, and cold remedies. The care coordinator will send a copy of this list to your physician requesting his signature every six months in order to ensure that the list is current.
5. Residents who are going to be on the Center's medication Administration Program will have all of their medications ordered from the Omnicare by the Care Coordinator/designee after the pre-admission assessment. This includes all over the counter medication. If an over the counter medication is not available on the Omnicare formulary, the Medication Coordinator/designee will be responsible to call the residents primary care physician to attempt to obtain an alternative over the counter medication to take the place of the over the counter medication not on the Omnicare formulary. If an alternative over the counter medication cannot be ordered, then the Medication Coordinator/designee will inform the resident and resident's family of the option for the resident/family to obtain the medication from an independent pharmacy and bring it to the Medication Coordinator/designee. The resident & family must agree and have available alternative contacts and telephone numbers; that can pick up and deliver medication in a timely manner as outlined in the residents' service plan.
6. Families/friends are not allowed to routinely provide medication or over the counter medication to residents who are placed on the Medication Administration Program after admission to the facility. Libby Bortz will not accept any medications that the residents or family bring in from home at the time of admission unless prior arrangements were made preadmission to use the current medications. Physician orders must be received for these medications and only up to a Supply for 30 days.
7. If the resident will be out of the facility during one or several medication times, it is the responsibility of the family to pick up the medications from the resident assistant and return them to a resident assistant. **Twenty-four hours' notice is required if the resident will be out of the facility overnight or longer, this is to ensure that the medications are ready for you to pick up when you are ready to leave.** The medications will not be given to the resident. You may be asked to sign for any controlled substances before leaving the building.
8. Every effort will be made to provide medications for our residents in a safe and timely manner. If a resident is out of the center and neglects to pick up medication before they leave the dose cannot be made up upon return to the center if it is more than ½ hour past the dosage time. Some medications may be given at the discretion of the Manager on Duty. (Pain Medications & Antibiotics)



9. All medications must be in a blister pack form. If a doctor would like a medication started immediately, it is suggested that the family pick up the medication from a local pharmacy and give copy of prescription and medication to the resident assistant. In this case a bottle will be accepted.
10. Residents who utilize blood glucose monitoring lancets or who self administer injectables will be required to store and dispose of their lancets and syringes in a Sharps container in accordance with Center for Disease Control recommendations.
11. For the residents' safety, and to comply with State Regulations, Libby Bortz Assisted Living enter requires updated signed physicians orders prior to a residents admission/re-admission to the Center, including the order for resident to self-administer their own medication-if applicable. A resident will not be admitted or readmitted without updated signed physicians orders.

**I understand and agree to the above**

Resident (Print & Signature)	Date
------------------------------	------

Responsible Party/Family (Print & Signature)	Date
--	------



## **Medication Administration Program Startup**

To start on the medication program you must:

1. Provide a current list of medications, both prescribed and over the counter, dated and signed by your physician to the Care Coordinator at least 48 hours prior to admission.
  - Schedule II Narcotics – Residents that take scheduled II narcotics must provide a copy of the schedule II narcotic prescription to the Care Coordinator/designee prior to the residents lease signing. \_\_\_\_\_(initial)
2. Libby Bortz Assisted Living Center contract pharmacy is Omnicare 1(855) 538-6664. All medication must be packaged in bubble packs.
3. Regardless of whether you are on the medication administration program or not an account will need to be set up with either Pharmerica coverage.) LBALC staff will fax the resident's face sheet and physician's orders to the pharmacy.
4. If your medication is provided by the VA pharmacy, it is still necessary to set up an account with one of the above pharmacies.
5. Residents and their responsible party must schedule a pre-admission assessment with the Care Coordinator/Designee at least 48 hour prior to the residents lease signing and admission into the Center. The Care Coordinator will review the physician orders to insure:
  - a) Residents who are self administering their own medication are able to do so safely and that the physician orders match the medication that the resident will be taking. Residents that will self administer their own medication **MUST BRING THE MEDICATIONS THEY ARE CURRENTLY TAKING TO THE PRE-ADMISSION ASSESSMENT.**
  - b) Residents that are to be placed on the Centers Medication Administration Program will have thirty (30) day supply of Medication ordered from Omnicare. Residents planning on bringing in medication from home to be used up **MUST BRING ALL MEDICATION TO THE PRE-ADMISSION ASSESSMENT.** The Medication Coordinator will check the physician orders on file against the medication being brought in from home. **NO MEDICATION CAN BE ADMINISTERED WITHOUT A SIGNED PHYSICIANS ORDER.**

If you are a client of Innovage, medications will be ordered through Grance the Innovage Pharmacy. Medications will not be accepted or administered without a current signed physicians order. The Medication Administration Program is covered under your Innovage provider agreement, your co-pay, and payment from Innovage.



If a move is anticipated over a weekend all of the above must be completed by noon on Thursday. Adjustments to this policy may be required according to the availability of the Medication Coordinator.

Please contact Mandy Pacheco, the Care Coordinator with any questions at (303) 347-9755.

I have read, understand and agree to the medication start-up procedure.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Medication Reminder Box Labeling  
Set Up By Resident**

This facility does not set up medication reminder boxes for residents. The resident has to have the ability to safely set up their own medication reminder box and be capable of administering their own medication without the assistance or oversight of another person. A current list of medications that the resident self-administers must be with the medication reminder box or prescription bottle at all times. Residents who administer medication from a bottle must do so without the assistance or oversight of another person.

**The Medication Reminder Box must be labeled very clearly with:**

1. Resident’s first and last name.
2. Name of each medication.
3. Dosage of each medication.
4. Number of pills to be given.
5. Time for each medication to be taken.

◆ **Per the Colorado State Health Department, the medication reminder box can only be filled for two (2) weeks at a time.**

I have read, understand and agree to the above.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Responsible Party

\_\_\_\_\_  
Date

