



COHESIVE HEALTHCARE MANAGEMENT & CONSULTING

Mangum Regional Medical Center

TITLE		POLICY	
Verbal Orders		DRM-029	
MANUAL	EFFECTIVE DATE	REVIEW DATE	
Drug Room	10-1-2020	10-1-2020	
DEPARTMENT	REFERENCE		
Drug Room	Oklahoma Pharmacy Law Book		

SCOPE

This policy applies to Verbal Orders at MANGUM REGIONAL MEDICAL CENTER.

PURPOSE

The purpose of this policy is to define the scope of Verbal Orders at MANGUM REGIONAL MEDICAL CENTER.

DEFINITIONS

Verbal Orders: Verbal or telephone orders received by authorized hospital staff when it is not feasible or practical for the authorizing provider to write or electronically place an order.

POLICY

Verbal Orders (including telephone orders) should be minimized and will be transcribed by nursing personnel on a physician's order form in a timely manner. These orders will include the signature of the person who received the order, the date, time, and prescriber's name. The medical provider or other authorized practitioner will co-sign these orders following the institution's guidelines.

PROCEDURE

1. Persons who may transmit verbal orders:
 - a. Authorized providers, as designated in medical staff rules and regulations that are consistent with federal laws and regulations of this state, may transmit verbal orders.
2. Hospital personnel who may accept verbal orders:
 - a. Registered Nurses
 - b. Licensed Practical Nurses
 - c. Registered Pharmacists
 - d. Registered Respiratory Therapists (respiratory therapy medications only)

- e. Registered Dietitians (dietary and supplemental food orders only)
- 3. Transcribed Verbal Orders:
 - a. Every verbal order should be read back to the authorized provider after it has been written down on a physician order form or entered into the electronic health record.
 - b. Next, the prescriber must give confirmation of the read-back.
- 4. Signing Verbal Orders:
 - a. All verbal orders will be signed off electronically in the electronic health record by the authorizing provider within 72 hours of the order being given.

REFERENCES

Oklahoma Pharmacy Law Book

ATTACHMENTS

N/A

REVISIONS/UPDATES

Date	Brief Description of Revision/Change