



COHESIVE HEALTHCARE MANAGEMENT & CONSULTING

Mangum Regional Medical Center

TITLE		POLICY
Pass/Leave of Absence Medications		DRM-032
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 the use of Pass/Leave of Absence medications at MANGUM REGIONAL MEDICAL CENTER.

PURPOSE

The purpose of this policy is to define a process for the authorization and dispensing of Pass/Leave of absence medications for Swing Bed patients at MANGUM REGIONAL MEDICAL CENTER.

DEFINITIONS

N/A

POLICY

The Drug Room shall not routinely allow Pass/Leave of Absence medications to be sent with patients during Leave of Absence.

PROCEDURE

If an exception is made to this policy, then the following procedures must be observed.

1. Pass/Leave of absence medications require an order from an authorized prescribing practitioner and should be recorded in a patient's medical record.
2. The patient should not receive more medication than is prescribed during the timeframe the patient is out of the facility.
3. Medications must be labeled for outpatient use as per the Oklahoma State Board of Pharmacy labeling requirements. The medication label must include:
 - a. Name, address and phone number of the medical facility
 - b. Date
 - c. Name of the patient

- d. Drug name, strength, dosage form, and quantity of drug dispensed
 - e. Directions for patient use
 - f. Name of prescribing practitioner
 - g. Name and initials of individual preparing the medication
 - h. Pertinent cautionary labels as applicable
 - i. Beyond Use Date
4. Dispensing containers for these medications shall meet specifications of the Oklahoma State Board of Pharmacy and the Food and Drug Administration.
 5. The patient's medical record should indicate the amount of Pass medication(s) that were sent with the patient.
 6. Upon return to the medical facility, unused drugs (if any) should be returned to the hospital drug room and disposed of as unusable drugs. See Medication Destruction Policy for details.

REFERENCES

Oklahoma Pharmacy Law Book

ATTACHMENTS

N/A

REVISIONS/UPDATES

Date	Brief Description of Revision/Change