



Monterey County Behavioral Health Policy and Procedure

Policy Number	441
Policy Title	Medication Refills
References	None
Form	None
Effective	January 1, 1993 Revised: July 31, 2001

Policy

It is the policy of Monterey County Health Department, Behavioral Health Division that medication refills can be provided by telephone to those "active medication cases" if their medication supply runs out prior to their next scheduled appointment. "Active medication case", for this purpose, is defined as a medication case who is being regularly followed by a physician, face to face at least every 60 days. It is further defined that if the patient is not seen at least every 60 days, that it is documented in the treatment plan or progress notes the frequency of medication monitoring or his next medication appointment.

Medication cases not active, as defined above, will be managed as outlined in the procedure.

Procedure

1. The treating psychiatrist will provide medication refills on non-active medication case, an amount of medication to last until a medication appointment can be scheduled.
2. Clerical staff will advise the patient of the date and time of the medication appointment. The patient will be advised that no further refills will be provided until he/she is re-evaluated by the treating physician.
3. The treating psychiatrist shall advise the team of the refill issue. The case manager will ensure that the patient knows of and shows up for the medication appointment.
4. If the patient does not show for the scheduled medication appointment the treating psychiatrist or any other Behavioral Health Division psychiatrist may not refill subsequent requests. The patient will be given one more medication appointment.
5. The treating psychiatrist may discharge the patient if he/she does not show for the second medication appointment. Documentation in the medical record should indicate reason for discharge and referrals.