



FAMILY PLANNING PROGRAM

SECTION: Pharmacy Administration

POLICY AND PROCEDURE MANUAL

SUBJECT: Patient Profile System

POLICY: A patient profile record must be maintained for all clients for whom prescriptions are written to enable retrieval of information about the client and to identify any previously used medications. The Client Flow Sheet SFN 8618 or Medication Profile SFN 8627 may be used (see appendices for forms).

PROCEDURE:

1. The client's medical record may be utilized as the patient profile record.
2. The following information shall be recorded:
 - a. The family name and the first name of the person for whom the medication is intended.
 - 1) The client's name may be found on each of the medical forms.
 - b. The address of the client.
 - 1) The client's current address is recorded on the Income Worksheet SFN 8625 or Medication Profile SFN 8627 (see appendices for forms).
 - c. The indication of the client's age.
 - 1) The client's birth date is recorded on the Client Flow Sheet/Medication Profile, the Female Target and Initial History SFN 51061, Male Visit SFN 8633 and the Problem Sheet SFN 8619 (see appendices for forms).
 - d. The original date the medication is distributed.
 - 1) The Client Flow Sheet or Medication Profile may be utilized to record this information. Each time a new prescription is written, it will be given an identifying number. This number will be recorded in the Supplies/Medication slot of the Client Flow Sheet or on the Medication Profile each time medication is distributed.

Illustration of Client Flow Sheet

DATE	REASON FOR VISIT	LMP	BP	WT	SUPPLIES/MEDICATION	AMT	COMMENTS	INITIALS

- 2) Refills of a previously distributed medication will not be recorded on the Medication Profile.
- e. The number or designation identifying the prescription.
 - 1) Each new prescription will be given an identifying number. The second part of the



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identifying number will be numerically ascending beginning with 001 (e.g., the first new prescription distributed for client #3682, would be given the identifying number 3682-001. The next prescription would be the number 3682-002.) Refills of prescriptions will have the same identifying number as its original prescription.

- 2) If changing from brand name to generic, the new generic prescription requires a new identifying number.
- 3) The identifying number will be recorded in the Supply/Medication slot of the Client Flow Sheet or on the Medication Profile each time the medication is distributed.
- f. The prescriber's name.
 - 1) Each prescription must be signed by the physician or midlevel practitioner.
 - 2) Medication prescriptions are found on the Exam Form corresponding to the date of the original prescription.
- g. The name, strength and quantity of the drug distributed.
 - 1) The name and strength of the drug are recorded on the Client Flow Sheet in the Supplies/Medication slot or on the Medication Profile when initially distributed.
 - 2) The name and strength of the drug distributed is recorded on the Client Flow Sheet each time the drug is distributed.
 - 3) The quantity of the drug distributed is recorded on the Client Flow Sheet in the Amount (Amt) slot each time.
- h. The initials of the person distributing.
 - 1) The initials of the person distributing are recorded on the Client Flow Sheet in the Initials slot.
- i. Any allergies, diseases or chronic conditions which may affect the utilization of any medications.
 - 1) This information shall be documented in red on the Client Flow Sheet and/or on the Medication Profile in the Allergies box at the top of the form.
 - 2) Place an allergy sticker on the front of the chart.
- 3. If an alternate system is used, the agency must develop policy to insure that all prescription information required in #2 above is documented, confidentiality is maintained, and record retention is addressed.

Reference:

- 1. Program Guidelines for Project Grants for Family Planning Services, January 2001, Section 10.2, Pharmaceuticals.
- 2. Program Guidelines for Project Grants for Family Planning Services, January 2001, Section 10.3, Medical Records.