


**RECIPIENT RIGHTS**

CHAPTER: 1	SECTION: 16	SUBJECT: <b>RECIPIENT RIGHTS</b>
TITLE: <b>COMPREHENSIVE EXAMINATIONS, MEDICATION PROCEDURES &amp; USE OF PSYCHOTROPIC MEDICATIONS</b>		
EFFECTIVE DATE: 12/31/86	REVISED DATE: 09/09/99, 03/15/02, 06/20/05, 05/09/08, 09/20/12, 12/16/13, 06/23/14, 06/15/15, 06/27/16, 07/24/17, 09/24/18, 09/23/19, 09/28/20, 09/29/21	
ISSUED AND APPROVED BY:    EXECUTIVE DIRECTOR		

**I. PURPOSE:**

To assure a consumer of mental health services receives comprehensive examinations that will serve as a basis for the development of the plan of service and receives medications according to the requirements of the Mental Health Code.

**II. APPLICATION:**

All Community Mental Health of Ottawa County (CMHOC) staff, volunteers, and contract agency staff as specified by contract.

**III. DEFINITIONS:**

**Psychotropic Medication:** any medication administered for the treatment or amelioration of disorders of thought, mood, or behavior.

**Prescriber:** An MD, DO, NP, or PA who directs the selection, preparation, or administration of medication.

**IV. POLICY:**

It is the policy of CMHOC to assure consumers will receive initial comprehensive physical, mental, and social examinations to be used as a means for determining appropriateness of placement prior to admission into a residential program. It is also the policy of CMHOC to assure medications are prescribed by an approved prescriber.

**V. PROCEDURE:**

**Comprehensive Examinations:**

- A. The comprehensive examinations shall be thorough and consistent with professional standards.
  - 1. For consumers admitted as mentally retarded, the mental examination shall include psychological and educational evaluations and an assessment of adaptive behavior level.
  - 2. For consumers admitted as mentally ill, the mental examination shall include a history, psychological evaluation, and a mental status assessment. The results shall be recorded in the consumer's clinical record.
  
- B. An initial comprehensive examination shall be completed and will include a diagnosis of physical and mental conditions and prescribed program for initial care, treatment, and

rehabilitation of the diagnosed conditions pending the completion of a total plan of service. The case manager/supports coordinator/therapist will be responsible for coordinating these examinations.

- C. All clinical results of examinations and reexaminations will be kept in the same record as the consumer's written plan of service.

**Medication Procedures:**

- A. All medication being prescribed to a consumer will require a doctor's/prescriber's order for each particular medication.
- B. Medication will not be used as a punishment, for staff's convenience, or as a substitute for other appropriate treatment.
- C. Periodic medication reviews are required and will be done as specified in the consumer's individual plan of service and based on the consumer's clinical status.
- D. Medications may only be administered by or under supervision of personnel who are qualified and trained to do so.
- E. Psychiatric evaluations, medication reviews, and medication administration orders (i.e. scripts) will be filed in the consumer's medical record.
- F. Medication errors and adverse reactions will be documented in the consumer's medical record and will also be documented on an Incident Report and forwarded to the Office of Recipient Rights for review.
- G. Only medications authorized by a physician/prescriber are to be given at discharge or leave. Enough medication will be made available to ensure the consumer has an adequate supply until he/she can become established with another provider.

**Use of Psychotropic Medications:**

- A. Psychotropic medication shall not be administered unless:
  - a. The consumer, guardian, or parent of a minor child gives informed consent.
  - b. The administration is necessary to prevent physical injury to the consumer or others.
  - c. It is court ordered.
- B. Verbal consent to initial administration of psychotropic medication is limited to 48 hours or less until written consent can be obtained.
- C. Administration of psychotropic medication to prevent physical harm or injury occurs:
  - a. Only when the actions of a recipient, or other objective criteria, clearly demonstrate to a physician that the recipient poses a risk of harm to himself, herself, or others, and
  - b. Only after the signed documentation of the physician is placed in the recipient's clinical record.
- D. Initial administration of psychotropic medication under 7158(8)(b) be as short as possible, at the lowest therapeutic dosage possible, and be safely terminated as soon as possible when there is no longer risk of harm.

- E. The prescriber will co-sign written documentation as soon as possible in the consumer's medical record.
- F. Before initiating a course of psychotropic medication treatment for a consumer, the prescriber or a licensed health professional acting under the delegated authority of the prescriber shall do both of the following:
  - a. Explain the specific risks and most common adverse side effects associated with that drug, and
  - b. Provide the individual with a written summary of those common adverse side effects.
- G. Medication errors and adverse drug reactions will be immediately reported to a physician/prescriber, documented in the consumer's medical record, and will also be documented on an Incident Report and forwarded to the Office of Recipient Rights for review.

**VI. ATTACHMENT:**  
None Applicable

**VII. REFERENCE:**  
Michigan Mental Health Code  
Administrative Rules Part 7  
MDHHS-ORR Attachment B