



Division of Developmental Disabilities Services

Office of Quality Improvement

Standing Medical Order Worksheet

Medication	Present	Expiration Date	Documentation Present

Comments:

When reviewing medications, remember:

1. Everything MUST match. The MAIR must match the label and must also match the MAR.
2. Every open medication must have a start date indicated on it somewhere.
3. If a medication is not bubble packed, it must have a count sheet and it must be counted in accordance with current policies and guidelines.
4. If it is bubble packed, check from the start date to the current date and verify that all doses have been given and signed off.
5. If meds have not been given for some reason, they should be circled on the MAR, make sure the reason is documented on the back of the MAR.
6. Controlled medications must be double locked and counted every shift. Every shift in a neighborhood home is twice a day. (There is no day shift as residents are typically away from home during the day).
7. Check Standing Medication Order (SMO) medications for start dates and expiration dates.
8. If a doctor prints office notes electronically and they include medications, *it is considered an order*. If the doctor's list does not match the current list of medications, the Program/House Manager will need to resolve the discrepancy, usually by contacting the doctor's office to verify which list is correct.