



**Electronic Pharmacist Information Consultant**  
A Service of Pharma-Care, Inc. / Creative Care Consulting, LLC.

## New Admissions Policy and Procedure

### **POLICY:**

All newly admitted residents will have their Physician Orders (POS) evaluated by the pharmacy consultant upon admission to the facility. The MAR and Hospital Discharge Medications will also be evaluated if reasonably provided.

### **PROCEDURE:**

- A.** If you have an EMAR system and would like us to obtain direct access instead of faxing in requests, please contact our E.P.I.C. Department for specific instructions.
- B.** The assigned nurse who verifies and notes the Physician Orders is responsible to fax the following:
  - 1. The completed MEDICATION REVIEW REQUEST FORM provided by the E.P.I.C. department and CHECK OFF  **NEW ADMISSION.**
  - 2. The Physician Order Sheet (**This is required.**)
  - 3. MAR and Copy of Hospital Discharge Medications (**if provided**)
- C. DO NOT SEND RESIDENT CHARTS OR MEDICAL RECORDS**
- D.** Send only **ONE** resident's information as a single transmission with the **RESIDENT'S NAME** and **FACILITY NAME** clearly printed on **ALL** sheets. **DO NOT GROUP RESIDENTS TOGETHER.** Fax to:

#### **E.P.I.C. Department**

**Fax: (732) 574-3469 or (732) 574-3926 or 732-943-3571 or 732-943-3572**

- E.** Within 48 business hours of receipt, the E.P.I.C. Consultant Pharmacist will evaluate the information provided and will fax and/or email the review back. The facility needs to provide the fax numbers and/or emails to the E.P.I.C. Department.
- F.** A copy of the E.P.I.C. report must be placed in the appropriate section of the resident's chart and acted upon by the assigned nurse in a timely manner, per facility policy.
- G.** When a response is requested from the attending physician, the facility will contact the attending physician in a timely manner, per facility policy, unless it is a **"Clinically Significant"** irregularity which needs to be addressed by **midnight of the next calendar day (24 hours)**. The physician's response needs to be noted on the E.P.I.C. consult sheet. If the response is in the negative, the attending physician will indicate a short statement of the rationale for rejecting the recommendation.

### **KEY POINT:**

If your facility is utilizing an EMAR system, providing access to our E.P.I.C. Service can eliminate the need to fax in material and save nursing time - Call the E.P.I.C. Services Department for further information at 732-943-3573