



**PLEASE NOTE:**

- ◆ Any new orders received by the pharmacy prior to your print date should be on your next medical record.
- ◆ Any orders received after your medical records print date, must be added by you during your end of month changeover process.
- ◆ The following updated items **MAY** be taken by the pharmacy from your returned (or yellow copies) monthly changeover paperwork: Medication administration times, allergy information, & diagnosis updates
- ◆ Medication and treatment orders **MAY NOT** be taken from the changeover paperwork unless signed by the physician. We must receive a proper order for any medication items in order to update the medical record. There are patient safety, regulatory, and medical-legal reasons for this.

**REMINDER:** a proper order consists of a legal prescription OR a completed physician telephone order sheet including physicians full name and signature of nurse or nurse practitioner. An order may be titled "clarification" followed by the detailed order.

For additional questions, please contact your Medical Records Representative at:  
1-800-334-1624 or 513-459-7455