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| TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER  SCHOOL OF MEDICINE  PSYCHIATRY DEPARTMENT  POLICY AND PROCEDURE | REVIEW NO:  1 | NUMBER:  N 7 |
| PREPARED BY: APPROVED BY:  KARY BLAIR TERRY MCMAHON, MD | ORIGINAL APPROVAL DATE:  MARCH 2008 | MOST RECENT REVIEW APPROVAL DATE:  DECEMBER 4, 2018 |
| TITLE:  Procedure for Handling Verbal or Telephone Orders or Critical Lab Values | | PAGE:  1 of 1 |
| 1. **GENERAL STATEMENT OF POLICY:**   Statement of Purpose: To define procedure for authorized personnel to receive verbal or telephone orders or to receive critical lab values.   1. **SCOPE:**   This policy covers Psychiatry.   1. **ADMINISTRATION & PROCEDURE:** 2. Verbal orders by authorized individuals are accepted and transcribed by designated qualified personnel. Qualified personnel are identified and defined in the Psychiatry Policy and Procedure Manual and are authorized to receive and record verbal orders. Each verbal order is dated and timed and is identified by the names of the individuals who gave it and received it and the record indicates who implemented it. For verbal or telephone orders or reporting critical lab results, the person receiving the results will have the information repeated and will write and read back the order or test results. 3. **DISTRIBUTION:**   This policy shall be distributed to Psychiatry. | | |