

Confirmation of Telephone Order - Label

TO BE COMPLETED BY DOCTOR

1. To reduce time between Doctor's verbal Telephone orders for medications and written confirmation of that order.
2. To ensure Resident's Medication Chart remains at the facility.
3. To save Clerical Staff time delivering and collecting Medication Charts.

CAN BE USED AS FOLLOWS

1. To confirm order received by phone.
2. After Resident's visit to Doctor's surgery.
3. Upon Resident's discharge from Hospital.
4. After Pathology results received by Doctor.

CONFIRMATION OF TELEPHONE ORDER	
DATE: 10/03/04	No. 018764
DOCTOR'S NAME: Dr B. Jones	
FACILITY: Aged Citizens Nursing Home	
PATIENT NAME: Mr J. Smith	
DATE OF BIRTH: 8/2/25	© Compact Ref. CTO 1
COMMENTS: Check Sensitivity	
PLEASE ADHERE TO PATIENTS MEDICATION CHART	

CONFIRMATION OF TELEPHONE ORDER	
DATE: / /	No. 018764
DOCTOR'S NAME:	
FACILITY:	
PATIENT NAME:	
DATE OF BIRTH:	
COMMENTS:	© Compact Ref. CTO 1
PLEASE ADHERE TO PATIENTS MEDICATION CHART	
DRUG 018764	DOSE
DOCTORS SIGNATURE	START DATE
DOCTORS SIGNATURE	STOP DATE
	ROUTE
	FREQ.

METHOD OF OPERATION

- A. While giving the nurse a medication order via the telephone, the Doctor advises the label number which the nurse records in the "verbal order" section on the Medication Chart.
- B. After completing the label, the Doctor forwards it by post or via the Chemist, with the script to the facility.

Note: GP's should ensure that the new telephone medication order is entered into your patient records or database as soon as possible to ensure patient medications are kept up to date.

- C. Upon receipt of the original order in the mail the facility should:
 - a. Check the telephone order label number against the verbal order previously received.
 - b. The bottom section of label "original order" is then detached and placed on an unused medication order either the Regular, Short Term or PRN section of the Medication Chart.
 - c. Administration should now be recorded against the order in the normal way.
- D. The verbal telephone order can now have a line placed through it to cease administration.
- E. The top section of the label can be adhered to a page in the Doctor's notes or Resident's file.

DRUG Amoxil caps. 250mg	018764	DOSE One
DOCTORS SIGNATURE B. Jones	START DATE 10.3.04	ROUTE O
DOCTORS SIGNATURE	STOP DATE 17.3.04	FREQ. 2 8H

ALL ENQUIRIES:-

All States Except Victoria & Tasmania

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Victoria & Tasmania

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These labels (ORDER REF-CTO 1) are supplied in Pads of 25 5 Pads per packet.