

Good Morning Guys!

Going forward, Lynette, Stacy, and I would like to see the following process completed by *Therapists* at **SOC, ROC, and/or Recertification**:

**TimeLine for MARs (Medication Administration Record):**

- For facility patients, please obtain a copy of the updated **MAR** from the facility and transmit it to the Compassionate HHC Office via secure email or fax **within 48 hours** of the date of assessment.
- If the OASIS is completed **late Friday or early Saturday**, please make sure the **MAR** is sent to the office by the **end of business day, the following Monday**.
- If a **2<sup>nd</sup> Visit** is required in order to obtain a copy of the **MAR**, please notify David or Lynette via email or phone call.
- For facility patients who **self-medicate and therefore do not have a MAR**, please make sure the **Medication Profile** is completed based on the medications the patient is currently taking at the time of the **OASIS**, as confirmed by the patient and your observation of the **Rx** in the patient's possession. **The ALFs may desire a copy of the completed medication profile, if so, we can provide them one.**
- If you are facing difficulty obtaining a copy of the **MAR** from the facility, please let us know which **ALFs** pose this challenge, and we will follow up with **Maria and Geo** in an effort to enhance the communication about why this process is so **important**

If completed via email: please address it to [drosansky@mycompassionatecare.com](mailto:drosansky@mycompassionatecare.com)

**The goals of setting this timeline:**

1. Assist the Office Staff RNs to more effectively complete a comprehensive review and reconciliation of the Medication Profile within a timely manner
2. Allow the Office Staff RNs to identify medication discrepancies and complete a medication discrepancy form and fax it to the patient's PCP as soon as possible
3. Completing this process in a timely manner ensures that Compassionate HHC is maintaining compliance with our **Plan of Correction for the Colorado Department of Public Health and Environment**
4. Provide *Therapists* completing the Medication Profile a **second layer of support and review** in order to **mitigate the risk** of a medication-related adverse event, error, or miscommunication
5. Encouraging a **timely review** of medication in the first 24-48 hours of the assessment process also enables us to be more **aware and accurate** when gathering **diagnoses and condition information on our patients--> Which means, that when we communicate with the PCP, we can deliver precise and authentic information**