Mental Health: Admission Process (MCH)

**Direct Admit* to Unit**

- Admitting Prescriber (Psychiatrist/Resident) to generate medication admission orders on the Patient Care Order (pink sheets) and sign MedRec for DIRECT ADMISSION sticker (see below) to acknowledge received BPMH and transfer orders have been reviewed
- Unit Clerk/Charge Nurse to process orders

**Admission via MCH Emergency Department**

- Admitting Prescriber (Psychiatrist/Resident) to complete & sign BPMH to generate admission orders for home medications
- Admitting Prescriber completes Prescriber Reconciliation section (right side) & signs BPMH to generate admission orders for home medication
- Clinical Pharmacists consulted, as required, for complicated admissions
- Unit Clerk/Charge Nurse to process orders

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**Important Notes:**

- If no medications on the BPMH is to be ordered for admission, Admitting Prescriber to strike a line through the Prescriber Reconciliation section (right side) of the BPMH and place in Patient Orders Section (pink sheets) for history/reference only

- New information learned about the patient’s HOME medication after the BPMH has been processed will be entered onto the BPMH as a “late entry” for reference purposes, by any Healthcare Provider.
  - Notify Prescriber to address the discrepancy
  - Do not process/scan the order to Pharmacy

- Direct Admissions with BPMH received from sending facility:
  - BPMH received from sending facility will **NOT** serve as inpatient orders; it will be kept in the Patient Care Orders Section (pink sheets) for history/reference only
  - A new BPMH is not completed
  - Admitting Prescriber is to generate admission orders on the Patient Care Order (pink sheets) by reviewing the BPMH and transfer orders received from sending facility. The MedRec for DIRECT ADMISSION sticker (see below) is signed, dated, and placed after admission orders.

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**MedRec for DIRECT ADMISSIONS**

**Admitting** Prescriber to complete:

I have reviewed the patient’s Best Possible Medication History (BPMH) and the medication transfer orders from the sending facility to generate these admission orders and have documented any medication discrepancies.

Signature: ______________________ Date/Time: ___________________

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*Direct Admits: admissions from another facility or the community that does not go through MCH Emergency Department*
Mental Health: Transfer Process (MCH)

Decision to Transfer Patient

- Unit Clerk/Charge Nurse to place *MedRec ON TRANSFER sticker* (see below) on the *Patient Care Order* sheet
- Sending Prescriber (Psychiatrist /Resident) to generate transfer orders on the *Patient Care Order* sheet, then sign and date *MedRec ON TRANSFER sticker*

Important Notes:
- Transfer refers to a change in **service** and/or level of care **within** the facility
  - Example: MCH Surgery to MCH Internal Medicine

- *MedRec ON TRANSFER sticker:*

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**MedRec on TRANSFER (WITHIN-SITE)**

Sending Prescriber to complete:
I have reviewed the patient’s Best Possible Medication History (BPMH) and current medication orders to generate these transfer orders and have documented any medication discrepancies.

Signature: __________________________ Date/Time: ______________________
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Mental Health: Discharge Process (MCH)

Decision to Discharge Patient

- Pharmacist (M-F 08:00h – 15:30h) to initiate MedRec Discharge tool when provided with minimum of 24 hrs advance notice of discharge
- Discharging Prescriber (Psychiatrist/Resident) performs final review & signs MedRec Discharge tool
- Unit Clerk/Charge Nurse to process discharge order/prescription
- Pharmacist/Nurse to work together to provide education to patients

Important Notes:
- If Pharmacist is not available, the Discharging Prescriber (Psychiatrist /Resident) is to be complete the MedRec Discharge tool
- MedRec Discharge tool must be signed and dated by a Prescriber to become a legal discharge order and/or prescription
- MedRec Discharge tool is 2-ply
  - White (top) copy is the discharge orders and/or prescription
  - Yellow (bottom) copy is for patient/caregiver for information purposes