Department:	Pharmaceutical Care Department		
Document:	Multidisciplinary Policy And Procedure (MPP)		
Title:	Patient Specific Information Accessibility		
Applies To:	All Healthcare Provider		
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HEALTH HOLDING

HAFER ALBATIN HEALTH CLUSTER MATERNITY AND CHILDREN HOSPITAL

1. PURPOSE:

1.1 To establish procedures for maintaining patient medication profiles.
1.2 Patient specific information to be readily accessible to all healthcare professionals.

2. DEFINITONS:

2.1 Readily Accessible: All essentials patient's information shall be immediately available, when needed, to the healthcare provider. Such information could be accessible through electronic system (HIS) or hard copy (paper-based medical record).
2.2 All Healthcare professionals: includes Physicians, Pharmacist, Nurses, other professional involved in medication management.

3. POLICY:

3.1 The patient specific information includes, but is not limited to the following;
    3.1.1 Patient's age and sex
    3.1.2 Current medications
    3.1.3 Diagnosis, co-morbidities
    3.1.4 Laboratory results
    3.1.5 Allergies
    3.1.6 Body weight and height
    3.1.7 Pregnancy and lactation status
3.2 Except in emergencies, patient specific information is accessible when needed to all healthcare professionals involved in the medication management system.

4. PROCEDURE:

4.1 Prescription should be completed to give the basic data and correct information for each patient as follow;
    4.1.1 Full patient name and MRN (medical record number)
    4.1.2 Patient age and sex
    4.1.3 Weight
    4.1.4 Allergy status
    4.1.5 Diagnosis
    Clear generic name, dose, dosage form (metric unit) strength, frequency and duration (if applicable)
    Prescriber's name
    Prescriber's signature & stamp (written prescription) and Date
4.2 Except in emergencies, patient specific information is accessible when needed to all healthcare professionals involved in the medication management system.

5. **MATERIAL AND EQUIPMENT:**

   5.1   NA

6. **RESPONSIBILITIES**:

   6.1   Pharmaceutical Care staff
   6.2   Medical Staff
   6.3   Nurses
   6.4   Professional involved in medication management
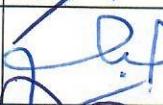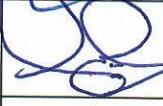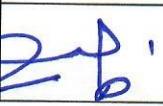
7. **APPENDICES:**

   7.1   N/A

8. **REFERENCES:**

   8.1   CBAHI

9. **APPROVALS:**

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