



# COMMUNITY MENTAL HEALTH

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Donald I. Habkirk, Jr.  
Executive Director

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Date: June 6, 2006

To: Executive Staff  
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From: Donald I. Habkirk, Jr. *dih*  
Executive Director

RE: **EXECUTIVE DIRECTIVE 4 / 2006**  
**MEDICATION PROCEDURES**

In order to remain in compliance with Medicaid/Medicare and other billing requirements, the following procedures related to medication distribution and administration must be maintained:

- Under no circumstances should medication received by MCCMH at no cost be charged to any public or private payer, including Medicaid, Medicare, any private insurer or consumer. This includes medication(s) received through any pharmaceutical sampling or patient assistance program (PAP).

In cases where an injectable medication received at no cost is administered, staff will be expected to record Medication Administration (SAL Code 743) time, and record the appropriate SAL Code for the injectable, however, "NC" (to indicate no charge) must be recorded in the "Fee" column for no cost medications.

- Medication distribution or administration must, in all cases, be supported by an appropriately and timely completed (including physician signature) prescription. Under no circumstances can medication distribution or administration occur prior to the completion of a valid prescription. ALL prescriptions must be maintained in the consumer record.

Any deviation from the above procedures places MCCMH, as well as individual staff, at significant risk for submission of false claims and/or professional liability.



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