

## How to record medications transported to Day Program sites

There is a new form in Carelogic called “Medication Transfer Form”.

**Medication Transfer Form**

This form is to be completed when staff from one program and/or agency deliver pharmacy packaged medications to another program and/or agency for administration to a CAU member.

**Person Delivering Medication:**

**Person Receiving Medication:**

**Program Site Receiving Medication:**

Max: 400 characters.

**Medication Name :**

**Medication Dosage/Strength:**

**Number of Pills/Amount of Medication Transferred:**

**Another Medication?**  Yes  No

**Medication Name:**

**Medication Dosage/Strength:**

**Number of Pills/Amount of Medication Transferred:**

**Another Medication?**  Yes  No

This form should be used to document the transfer of medications provided by the pharmacy for Day Program sites and home visits.

Staff will note who transported the medication from the residential program as well as who received the medication.

They will then list each medication, the strength and the number of pills in each container. There is space for 4 medications on each sheet.

If a device with signature capability is available, the receiving agency staff can sign in Carelogic and staff will sign with their electronic signature. (Signing will be available on all computers either through a mouse or touch by early November. At that time, all documents should be able to be signed electronically. For the short term, Staff can complete the document, have it signed and upload it into the document library.