



## Health Professionals' Services Program

### Program Guidelines

**Title: Medication Management**

**Pages: 2**

**Revision Date: 5/15/2013; 2/20/2013; 3/27/2012; 11/29/2010**

#### **Guideline:**

- 1 1. All Licensees must have a medication management form from each of their prescribing  
2 providers **for controlled substances** on file prior to enrollment in HPSP.
- 3 2. If the licensee was transferred to HPSP from another monitoring program (i.e. if the licensee  
4 did not enroll in HPSP as a new client), agreement monitors will request that the licensee  
5 obtain the medication management form from each of their providers. Licensees have one  
6 month from the date the request is made to comply. If a licensee does not obtain the form,  
7 he/she will be considered non-compliant with monitoring and this will be reported to the  
8 appropriate licensing board.
- 9 3. Each time a licensee enters a relationship with a new prescribing provider, he/she must  
10 have the provider complete the medication management form and send it to the agreement  
11 monitor. If a licensee does not obtain the form, he/she will be considered non-compliant  
12 with monitoring and this will be reported to the appropriate licensing board.
- 13 4. Licensees in the HPSP who are receiving outpatient prescriptions for controlled substances  
14 with addictive potential may only receive those prescriptions from one prescriber and one  
15 pharmacy. Receipt of controlled substances from more than one provider may result in a  
16 report of non-compliance to the appropriate board. This policy does not apply to medications  
17 received while in the hospital, during day surgery, or in the emergency room. It does apply  
18 to all outpatient prescriptions.  
19 Please note that the policy does **not** apply to medications that are not controlled substances  
20 (e.g. anti-hypertensives, lipid lowering agents, antidepressants, etc.)
- 21 5. If a licensee obtains a new prescription for a psychoactive or potentially addictive drug,  
22 he/she will immediately inform HPSP and request approval prior to use. He/she will fax a  
23 copy of the prescription to HPSP within 24 hours of receipt of the prescription. If a licensee  
24 does not obtain approval and still uses the medication, he/she will be considered non-  
25 compliant with monitoring and this will be reported to the appropriate licensing board.
- 26 6. If there is disagreement between the licensee's provider and the HPSP medical director  
27 regarding whether or not a medication should be used, a third party evaluation will be  
28 requested.
- 29 7. In cases of emergency (e.g. urgent hospitalization, acute injury), the licensee may obtain  
30 medication without a medication management form but must contact the agreement monitor

- 31 as soon as possible to provide details of the medical emergency and a copy of the  
32 prescription or discharge summary.
- 33 8. The general guideline that the Medical Review officer follows when reviewing a non-  
34 negative test which requires a prescription is as follows:
- 35 a. If the licensee cannot provide a prescription as requested by the MRO, the test result  
36 is reported as a positive test.
  - 37 b. The MRO does review past prescriptions on file. A prescription is considered valid if  
38 it was written within three (3) months from the date of the toxicology test.
  - 39 c. If there is an old prescription (more than 3 months old), particularly for opiates, the  
40 MRO will contact the licensee and request a current prescription.
  - 41 d. If the licensee provides an updated prescription, the result is reported as a negative  
42 with a warning.
  - 43 e. If the licensee cannot provide an updated prescription, the result is reported as a  
44 negative with a warning and the date of last prescription on file is given with the  
45 report.
  - 46 f. The HPSP Medical Director reviews all negative with warning toxicology reports and  
47 the administrative case checks that a Medication Management Form is on file. The  
48 Medical Director also reviews to determine the end date for the use of the medication  
49 and if the medication is appropriate for the condition being treated. Typically Opiates  
50 should not be used for acute conditions for more than 3 months.

The requirement for HPSP is that licensees must have a medication management form on file with HPSP which is completed by their prescribing physician for all medications with mood altering and addicting potential. This form also requires the physician to give an end date for the prescription. All prescriptions are reviewed for appropriateness to the medical condition for which it is prescribed.